

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
NOVEMBER 14, 2016**

**PRESENT:** President David Burroughs, Vice-President Aimee Miller, Secretary Jenny Wold, Treasurer Stephanie Butler, Trustees M J Hansen and Kelly Gagne, and Library Director Glenn Kahmann.

**ABSENT:** Trustee Phil Albano.

**ALSO PRESENT:** Staffers Kathy Semrick, Jeanine McDonald and Suzanne Gemini. Also present was Auditor Brian LeFevre.

**I. CALL TO ORDER**

President Burroughs called the Regular Meeting of the Board of Trustees of the Town and Country Public Library District to order at 7:17 p.m.

**II. ROLL CALL**

President Burroughs requested the roll be called. All Trustees were present with the exception of Trustee Phil Albano.

**III. ADDITIONS TO THE AGENDA**

None.

**IV. ADOPTION OF THE AGENDA**

Trustee Gagne moved to **adopt the agenda as written**. Secretary Wold seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Albano</b>	<b>ABSTAIN:</b>	<b>NONE.</b>

**MOTION CARRIED**

**V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**

Trustee Hansen moved to **approve the minutes of the regular meeting of October 10, 2016, as amended<sup>1</sup>, and the Special Meeting (Public Hearing) of October 10, 2016, as written**. Secretary Wold seconded the motion.

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<sup>1</sup> Page 1: Add to "Also Present:" Dennis Ryan. Item VI, line 2: replace "4" with 5. Add: Dennis Ryan asked who on the Board would running again. Replace next sentence with: Treasurer Butler answered that she would be running. Item VIII, 3<sup>rd</sup> line, replace "6" with .6%.

**AYES: ALL NAYS: NONE**  
**ABSENT: Albano ABSTAIN: NONE**

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

President Burroughs welcomed everyone to the Board meeting.

**VII. FRIENDS OF THE LIBRARY**

The report from Executive Vice-President Hansen was included in the agenda packet. The Christmas Book Nook began on November 8, this year, to maximize their marketing with election day voters. Christmas Raffle items this year are: Calvin Klein Jeans Barbie donated by Fran Kitz; Chevy Pickup with gator and utility trailer donated by John Deere AHW. Raffle will be held December 3 at 12 Noon. The annual Mother's Day Plant Sale will take place the weekend of May 12 and 13, and also includes a raffle. The Friends have donated \$125 to the Gingerbread House workshop supplies for December 3. They have removed all "Friends" shelves from the garage that are not needed. A "spinning" paperback bookrack was donated to Kaneville Library. Their next meeting is scheduled for March 16, 2017.

**VIII. TREASURER'S REPORT**

A. Financial Report – Treasurer Butler reported real estate taxes in the amount of \$257,038.68 were received from the County in October. There were no new investments to report at this time. Treasurer Butler moved to **approve the Treasurer's Report for October, 2016, and to enter the trial balance for October 31, 2016 into the public record.** Trustee Hansen seconded the motion.

**AYES: ALL NAYS: NONE**  
**ABSENT: Albano ABSTAIN: NONE**

**MOTION CARRIED**

**IX. PRESENTATION BY AUDITOR**

Brian LeFevre, auditor with Sikich, stated Town and Country Public Library District has the highest level that we can receive on financial statements. He explained the Management's Discussion and Analysis, dated June 30, 2016, noting there were two years left on the bond payment. The total Net Position is \$2,001.819. He discussed the financial analysis of the District's funds, as reported on page 8. Page 16 contained discussion on deposits and investments, and on page 18 long term debt was presented. Mr. LeFevre advised that page 22 shows the Library's revenues were almost the same as 2015. Pages 24 and 25 indicate comparisons of expenditures of prior years to 2016 in the General Fund. Pages 34 and 35 denote the Property tax assessed valuations, rates, extensions and collections. He also presented to the Board the Auditor's Communication to the Board of Trustees.



History and Genealogy by Coordinator Amy Girmscheid was also available in the agenda packets. Her report consisted of Genealogy sessions, Family History Groups, establishing the Lincoln Highway and Charitable Giving in Illinois, Family Talk, History Keepers, and Family Search Film. There were 5 requests for research this past month.

**XII. APPROVAL OF RESOLUTION NO. 2016-2**

Trustee Hansen moved, to **approve Resolution No. 2016-2, a Resolution Providing for the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN.** Secretary Wold seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Burroughs</b>	<b>Wold</b>
	<b>Butler</b>	<b>Hansen</b>
	<b>Gagne</b>	<b>Miller</b>
<b>NAYS:</b>	<b>NONE</b>	
<b>ABSENT:</b>	<b>Albano</b>	<b>ABSTAIN: NONE</b>

**MOTION CARRIED**

**XIII. APPROVAL OF CHANGES TO STAFF DEVELOPMENT AND REIMBURSEMENT POLICIES**

Trustee Hansen moved to **approve the changes to staff development and the reimbursement policies as presented.** Trustee Gagne seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Albano</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**XIV. APPROVAL OF RESOLUTION NO. 2016-3 TO COMPLY WITH THE GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

Trustee Hansen moved to **approve Resolution No. 2016-3 to Comply with the Government Travel Expense Control Act.** Vice-President Miller seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Burroughs</b>	<b>Wold</b>
	<b>Butler</b>	<b>Hansen</b>
	<b>Gagne</b>	<b>Miller</b>

**NAYS: NONE**

**ABSENT: Albano**

**ABSTAIN: NONE**

**MOTION CARRIED**

**XV. COMMITTEE REPORTS**

- A. Personnel – None.
- B. Policy – Minutes of the Policy Committee meeting of January 26, 2016, for informational purposes only.
- C. Finance – None.
- D. Buildings and Grounds – None.
- E. Marketing – None.
- F. Ad Hoc: Funding Committee – None.

**XVI. EXECUTIVE SESSION TO DISCUSS LAND ACQUISITION, PERSONNEL AND LITIGATION**

None.

**XVII. OLD BUSINESS**

None.

**XVIII. NEW BUSINESS**

President Burroughs advised the Board to begin thinking about the building expansion process. One option is to build 2 wings up to 10,000 square feet at \$300 per square foot, which means \$3M would be needed in a bond issue. Trustee Hansen suggested hiring a financial advisor. This process would need to be placed on the ballot in the April, 2017 election, in order to get started in 2018. The first thing needed to be done will be to talk with Attorney Britz regarding this process. President Burroughs stated that at the next meeting we should confirm dates and proceed with appointing a referendum committee.

Also, Library Director Kahmann was requested to confirm election terms for the Library for the April, 2017 election.

**XIX. ADJOURN**

Trustee Hansen moved to **adjourn the meeting**. Secretary Wold seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Albano**

**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:30 p.m.

  
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Jenny Wold, Secretary  
KELLY GAGNON

  
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David Burroughs, Board President