

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OCTOBER 10, 2016**

PRESENT: President David Burroughs, Treasurer Stephanie Butler, Trustees Phil Albano, M J Hansen, Kelly Gagne and Library Director Glenn Kahmann.

ABSENT: Vice-President Aimee Miller and Secretary Jenny Wold

ALSO PRESENT: Staffers Kathy Semrick, Cathy Korthals, Karen Flamand, and Dennis Ryan. Also present was Joan Hansen, Executive Vice-President of Friends of the Library, Attorney Bob Britz, Mike Konopka, Bruce Cairn, both from Cordogan Clark, and Scott Wood Insurance agent.

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 Vice-President Miller and Secretary Wold. President Burroughs appointed Kelly Gagne as Secretary Pro Tem.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

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

AYES:	ALL	NAYS:	NONE
ABSENT:	Miller, Wold	ABSTAIN:	NONE.

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Trustee Albano moved to **approve the minutes of the regular meeting of September 12, 2016 and the Special Meeting (Public Hearing) of September 12, 2016, as written.** Trustee Gagne seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Miller, Wold	ABSTAIN:	Hansen

MOTION CARRIED

VI. PUBLIC COMMENT

President Burroughs welcomed everyone to the Board meeting. He announced there will be election of 4 Board members in 2017. Treasurer Butler explained why she is running again. President Burroughs stated he would like to see members re-elected so that accomplishments and projects being worked on come to fruition.

VII. FRIENDS OF THE LIBRARY

Executive Vice-President Hansen reported that the book shelves are empty from the book sale. She announced the 2017 Mother’s Day weekend Flower and Plant sale and Raffle is scheduled for May 12 and 13, 2017. The Elburn Herald published a picture and publicity regarding the donation of \$3,500 library at their annual meeting on September 8. Twenty Page-a-Day Lover’s 2017 calendars were donated to homebound patrons. Their next meeting is scheduled for March 16, 2017.

VIII. TREASURER’S REPORT

A. Financial Report – Treasurer Butler advised \$426,808.48 in real estate taxes were received. We have a CD with Synchrony Bank in the amount of \$100,000 to mature January 23, 2017, at 6%. There will be cash back in time for the bond payment the first of February. Treasurer Butler moved to **approve the Treasurer’s Report for September 30, 2016, and to enter the trial balance for September 30, 2016 into the public record.** Trustee Hansen seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Miller, Wold ABSTAIN: NONE

MOTION CARRIED

B. Tentative Levy Figures – The Ordinance No. 2016-2, Annual Levy, has been revised and is presented for comments from the Board.

IX. PRESENTATION BY CORDOGAN CLARK & ASSOCIATES

Mike Konopka thanked the Board and the Community for their participation in the needs assessment of the Library building. They have met with the staff who provided them with good information on possible building growth and their near capacity currently. Growth is a major factor of what we do next. Discussed was expansion to the north of the current building. Purchasing property to the north was discussed at length. Also some site constraints such as the detention basin to the west of the building, and a dedicated utilities easement to the north. There would be a need to increase parking which goes along with expansion. Discussed also was the possibility of needing another story time area. Different configurations were shown to the Board regarding additional space to the building. More entrances to the building were shown on tentative plans for expansion. Another suggestion was made regarding putting a second story on the building which would require an elevator. Mr. Konopka suggested there were lots of potential that they would need to discuss options with President Burroughs. President Burroughs stated that the next step would be to talk about a game plan for moving forward with the project.

X. PRESENTATION BY HEALTH INSURANCE AGENT

Scott Wood, Insurance agent, made his presentation on employee health insurance rates. His recommendation was to continue with our current carrier, BC/BS which he stated is the best plan to go with at this time. There is no increase in Dental or Vision.

XI. DISCUSSION/ACCEPTANCE OF STAFF HEALTH INSURANCE PROPOSALS

After discussion occurred regarding comparisons with other health insurance agencies, it was the consensus of the Board to continue with BC/BS. Trustee Hansen moved to **approve staff health insurance with Blue Cross/Blue Shield PPO with an annual premium of \$153,983.36.** Trustee Gagne seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs	Albano
	Butler	Hansen
	Gagne	
NAYS:	NONE	
ABSENT:	Miller, Wold	ABSTAIN: NONE

MOTION CARRIED

XII. FLSA IMPACT ON DEPARTMENT HEADS

Much discussion was held on the question of whether or not to move department heads to an hourly rate of pay. The recommendation of the Library Attorney, Bob Britz, was to not move them to an hourly rate. Compensation for volunteer work of the department heads was discussed also. Discussed also was the option of transforming all employees to the 40 hour work week. Trustee Albano suggested there was no need to change the current system. The Board referred the matter back to the Personnel Committee to investigate. They will return to the Board with a recommendation at the May meeting.

XIII. INTERGOVERNMENTAL AGREEMENT WITH SWAN

Director Kahmann reviewed the agreement presented with the Board and stated it was the best option on the table for our Library. Trustee Hansen moved to **approve the Intergovernmental Agreement Establishing the System Wide Automated Network ("SWAN") and Authorizing membership in SWAN, as presented to the Board.** Trustee Albano seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs	Albano
	Butler	Hansen
	Gagne	

NAYS: NONE

ABSENT: Miller, Wold

ABSTAIN: NONE

MOTION CARRIED

XIV. LIBRARY DIRECTOR'S MONTHLY REPORT

1. Circulation – Director Kahmann advised total items circulated for the month of August was 12,573, noting that circulation was down a little. 570 items were added. Patron traffic totaled 8,908. The self-checkout station totaled 1,340 checkouts. Passport fees totaled \$245.90.
2. New Hold Shelf and App – Patrons and staff have been getting used to this and feedback from patrons has been positive.
3. Passports Program – Library Director Kahmann advised this program is on pace to have completed 50 passport applications by the end of October.
4. Christmas Stroll – This event will take place Saturday, November 26 from 4:00 to 8:00 p.m. We will once again host the Larsen Light Show (will be doing it on the ground this year) and will also have Dave Rudolph and Magic Matt. Being considered is an additional third performer.
5. Game Tasting - The night of September 10, we hosted a game tasting. It was a great opportunity to introduce patrons to new games, socialize and learn how to play.
6. Halloween – A Halloween party is planned for October 28. The Library will be open to all ages from 6:00 to 8:00 p.m. We will be serving snacks, have themed crafts and play games. From 8:00 to 10:00 p.m. a scary movie will be shown geared to the Middle School and older crowd. We will be trying out our new cotton candy machine.
7. Early Voting – The Library will be open for early voting from October 31 through November 3.
8. Audit – Our audit was completed on September 27 and 28 and results will be presented at our November Board meeting.
9. Per Capita Grant – We are waiting for the FY 2017 Per Capita Grant application.
10. Retirement – Adult Services Department Head Cathy Korthals has submitted her intent to retire December 31. A position announcement will be issued shortly.

Adult Services Director Korthals advises that among many other things, the largest newsletter went out in September. She has attached to her report, a summary of website stats available through the website itself. This is Wordpress Site Stats on the site Dashboard.

Jeannine McDonald, Youth Services Manager, reported on Youth Program Attendances for September and upcoming events coming up for October.

Other reports included in the agenda packet were: a list of items cataloged in September, and the Travel Librarians monthly report for September, which included 296 items circulated.

XV. COMMITTEE REPORTS

- A. Personnel – Minutes of the June 13 meeting were submitted for informational purposes only.

- B. Policy – None.
- 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. RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED

Treasurer Butler moved to **adopt Resolution No. 2016-1, a Resolution to Determine Estimate of Funds Needed for 2016-2017 Fiscal Year.** Trustee Gagne seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs Butler Gagne	Albano Hansen
NAYS:	NONE	
ABSENT:	Miller, Wold	ABSTAIN: NONE

MOTION CARRIED

XVIII. APPROVE DATE FOR TRUTH IN TAXATION HEARING: NOVEMBER 14, 2016 AT 7:00 PM

Trustee Hansen moved to **approve November 14, 2016 at 7:00 p.m. for the Public Hearing Date for the Truth in Taxation Hearing.** Treasurer Butler seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Miller, Wold	ABSTAIN:	NONE

MOTION CARRIED

XIX. OLD BUSINESS

None.

XX. NEW BUSINESS

None.

XXI. ADJOURN

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

AYES: ALL

NAYS: NONE

ABSENT: Miller, Wold

ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 9:01 p.m.



Kelly Gagne, Secretary Pro Tem



David Burroughs, Board President