

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
SEPTEMBER 12, 2016**

PRESENT: President David Burroughs, Vice-President Aimee Miller Secretary Jenny Wold, Treasurer Stephanie Butler, Trustees Phil Albano (via conference call), Kelly Gagne and Library Director Glenn Kahmann.

ABSENT: Trustee M J Hansen.

ALSO PRESENT: Staffers Kathy Semrick Jeanine McDonald, Susan Humm. Also present was Joan Hansen, Executive Vice-President of Friends of the Library.

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 7:15 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All Trustees were present with the exception of Trustee M J Hansen.

III. ADDITIONS TO THE AGENDA

Placed the Treasurer's Report ahead of the Friends Report. Also there will be a report on landscaping and parking lot.

IV. ADOPTION OF THE AGENDA

Trustee Gagne moved to **adopt the agenda as amended.** Treasurer Butler seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Hansen	ABSTAIN:	NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Secretary Wold moved to **approve the minutes of the regular meeting of August 8, 2016, as written.** Vice-President Miller seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Hansen	ABSTAIN:	NONE

MOTION CARRIED

VI. PUBLIC COMMENT

President Burroughs welcomed everyone to the Board meeting.

VII. TREASURER’S REPORT

A. Financial Report – Treasurer Butler reported that the July 31st Report was ready to be entered into the public record. She advised that cash on hand is \$709,452.19. We have a CD in the amount of \$100,000 at .6% to mature December 1st, and a second CD with Bank Baroda, in the amount of \$100,000 at .65%, to mature in January. Treasurer Butler moved to **approve the Treasurer’s Report for July 31, 2016 and the Treasurer’s Report for August 31, 2016, and to enter the trial balances for July 31, 2016 and August 31, 2016 into the public record.** Vice-President Miller seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Hansen ABSTAIN: NONE

MOTION CARRIED

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

Treasurer Butler left the Board Room at 7:25 p.m.

Trustee Hansen entered the Board Room at 7:37 p.m.

VIII. FRIENDS OF THE LIBRARY

Executive Vice-President Hansen advised the Board that there is a problem keeping books in storage for the Annual Book Sale. This year lost revenue from the book sale was \$500. Being discussed is the possibility of not having a book sale each year. She included in the agenda the Friends Highlights 2015-2016, which itemizes the year’s activities, including fund raisers, of the Friends, and donations made to the Library from the Friends. Election of new Friends officers in September are as follows: President, Lori Crimmins; Executive Vice-President, Joan Hansen; Secretary, Pat Schuberg; Treasurer, Bill Graberek; Director Robert Harford (Membership Chair); and Director, Tania Miller. Board members also received a final copy of the Friends’ membership brochure. Their next meeting is scheduled for March 16, 2017.

IX. LIBRARY DIRECTOR’S MONTHLY REPORT

1. Circulation – Director Kahmann advised total items circulated for the month of August was 17,715. Copier fees were \$390.87 in August. Patron traffic totaled 10,727.
2. Capira App – This app is now live. People can download through the Apply app store, Google Play, or Amazon.
3. Elburn Days – Staff members and the Director participated in the parade this year. They ran out of candy halfway through the route, but passed out all of the left-over Dewey Dash shirts.
4. Passports Program – Library Director Kahmann announced 34 passports have been processed in August.
5. Curriculum Night/Back to School Events – Library staff attended and distributed information regarding upcoming Library programs.

6. Board and Card Games – These are circulating very well.
7. Serving Area Teachers – Key staff members and Director Kahmann have been working on how to better serve teachers. We have removed all check out and hold limits. If there is enough interest in the schools, we can issue a school library card. If there is one designated person controlling the card, there should be no problems.
8. MAGIC Dissolution – MAGIC libraries have overwhelmingly voted to accept an intergovernmental agreement between LINC, SWAN and MAGIC and the dissolution of MAGIC. At our October meeting, Director Kahmann will be presenting pertinent information regarding possible integration with SWAN.

Adult Services Director Korthals reported to the Board that they are adding Hoopla, a music and movie service, to help with space shortages. Four new pages have been created on the Capira app, with the Scholastic Flix programs that will be pushed to the schools. Her report is included in the agenda packet.

Youth Services Manager McDonald advised on youth program attendance in August. She also included the new fall programming in her report which is included in the agenda packet.

H&G Collection Coordinator Girmscheid reported, among other items, that programming for 2017 has been finalized with over 50 History and Genealogy programs scheduled.

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

X. APPROVAL OF WORKING BUDGET

Trustee Hansen moved to **approve and adopt Ordinance 2016-2017 Working Budget, an Ordinance Providing for Budget and Appropriations of the Town and Country Public Library District, Kane County, Illinois, for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017.** Trustee Gagne seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

XI. COMMITTEE REPORTS

- A. Personnel – None.
- B. Policy – None.
- C. Finance – None.

- D. Buildings and Grounds – None.
- E. Marketing – None.
- F. Ad Hoc: Funding Committee – None.

XII. EXECUTIVE SESSION TO DISCUSS LAND ACQUISITION, PERSONNEL AND LITIGATION

None.

XIII. OLD BUSINESS

President Burroughs discussed a special meeting to approve the parking lot sealing contract and the contract for landscaping. The amount of \$5,000 for non-Board approval of expenditures was thought to be raised to \$10,000 some time ago. Director Kahmann will research the minutes to find the approval for this.

XIV. NEW BUSINESS

None.

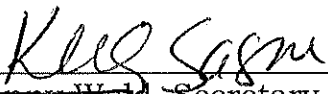
XV. ADJOURN

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

AYES:	ALL	NAYS:	NONE
ABSENT:	Butler	ABSTAIN:	NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:57 p.m.



~~Jenny Wold~~, Secretary
 KELLY EAGNE



 David Burroughs, Board President