

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JUNE 11, 2018**

PRESENT: President David Burroughs, Vice-President Aimee Miller, Treasurer Stephanie Butler, Trustees Heidi Casburn, MJ Hansen and Director Mary Lopez.

ABSENT: Secretary Kelly Gagne

ALSO PRESENT: Staffers Amber Urich, Suzann Gemini, Kathy Semrick, Connor Wilcox, Stacy Gruesch, Karen Flamand, Emily Hoffman and Emily Smith. Dwayne Nelson, Joan Hansen, Friends of the Library, and Gary Jansen, Wunderlich Securities were also present.

LATE: Secretary Kelly Gagne.

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. He appointed Vice-President Aimee Miller as Secretary Pro tem.

II. ROLL CALL

President Burroughs requested the roll be called. All Trustees were present with the exception of Secretary Kelly Gagne.

III. ADDITIONS TO THE AGENDA

Trustee Casburn requested a packet from IMRF be added to agenda under Old Business.

IV. ADOPTION OF THE AGENDA

TreasurerButler moved to **adopt the agenda as amended.** Trustee Hansen seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Gagne	ABSTAIN:	NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Trustee Hansen moved to **approve the minutes of the regular meeting of May 14, 2018, as written.** Vice-President Miller seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Gagne	ABSTAIN:	NONE

MOTION CARRIED

Secretary Gagne entered the Board room at 7:23 p.m.

Trustee Hansen moved to **approve the minutes of the Executive Session of May 14, 2018, as written.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

VI. PUBLIC COMMENT

President Burroughs welcomed staff members and Joan Hansen to the Board meeting. He also welcomed the newly hired Library Director Mary Lopez to the meeting and introduced her to all in the Board Room.

VII. FRIENDS OF THE LIBRARY

Executive Vice-President Joan Hansen presented her report to the Board. She advised the Board that 120 dozen flowers were sold at the Annual Plant sale. The Friends donated to the Library \$2,500 from the plant sale and raffle proceeds. She indicated that there would be an additional donation at their annual membership meeting on September 13. The Book Nook continues to be a fundraiser for the Friends. The Friends continue to sponsor Mid-Day Monday adult programs at the Library. Mrs. Hansen gave a huge thank you to Suzann Gemini and staff for the very nice volunteer breakfast on June 3. Volunteers had a great time at this special event. The next scheduled meeting of the Friends of the Library is September 13, 2018.

VIII. TREASURER'S REPORT

A. Treasurer Butler advised the Board that the Library has \$183,609.10 cash on hand. \$81,235.05 in Real Estate taxes were distributed to the Library. We are 92% into our fiscal year, and staff has done very well staying within the budget.

Treasurer Butler moved to **approve the Treasurer's Report of May, 2018, and to enter the trial balance ending May 31, 2018 into the public record.** Trustee Hansen seconded the motion.

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

MOTION CARRIED

IX. INTERIM LIBRARY DIRECTOR'S REPORT

1. Statistics – Total items circulated in May increased 11.5% over the same period last year. Passport fees totaled \$1,430 in May, and program fees totaled \$1,441.

2. Volunteer Brunch – The “Red White and Blue” theme was celebrated in honor of Flag Day and was a great hit, with approximately 50 Board members, Friends of the Library, volunteers and staff enjoying a wonderful brunch prepared by Riverview Banquets and The Corner Grind.
3. Summer Reading – This program has registered 1,000 children, teens and adults for the program, “Reading Takes You Everywhere.”

Interim Director Dwayne Nelson thanked the President and Library Board members and the staff of the Library for the opportunity to serve our patrons for the past six months.

Communication, Youth Services Department and Adult Services Department reports have been included in the agenda packets.

X. COMMITTEE REPORTS

- a. Personnel – Minutes of meeting of May 17 were distributed for information only.
- b. Policy – None.
- c. Finance – Will meet next week.
- d. Buildings and Grounds – Sidewalk replacement continues to be reviewed and work requested.
- e. Marketing – None.
- f. Ad Hoc: Funding Committee – None.

XI. RETIREMENT PLAN PRESENTATION BY GARY JENSEN, WUNDERLICH SECURITIES

Discussion was held on retirement plans available. The Board consensus was to go with the Simple IRA Plan which offers tax breaks associated with other retirement plans, without expensive administrative costs. Oppenheimer Funds offers a SIMPLE IRA that can give us the competitive edge we will need to attract and retain long-term, quality employees. This item was tabled until the Finance Committee meets and we can ensure there are funds available for this program.

XII. EXECUTIVE SESSION

At 8:10 p.m. Treasurer Butler moved to **go into Executive Session to discuss Personnel matters**. Trustee Albano seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

At 9:54 p.m. Trustee Casburn moved to **return to Regular Session to take action**. Secretary Gagne seconded the motion.

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

MOTION CARRIED

XIII. APPROVAL OF SALARIES EFFECTIVE JULY 1, 2018 AND SALARY PARAMETERS

Trustee Hansen moved to **approve salaries effective July 1, 2018, as discussed in Executive Session.**

ROLL CALL VOTE:

**AYES: Burroughs Albano
Butler Casburn
Hansen Miller
Gagne**

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XIV. ONLINE REFERENCE AND RESOURCE LIBRARIAN

A. B. C.

Trustee Casburn moved to **table this item until more information has been researched and discussed with the Library Director.** Vice-President Miller seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XV. OLD BUSINESS

IMRF

Trustee Casburn submitted a packet of material outlining IMRF benefits. President Burroughs and Treasurer Butler will submit this to the Finance Committee and their next meeting for review.

XVI. NEW BUSINESS

President Burroughs requested that naming the Board Room after Lynn Alms be put on the agenda for the July meeting.

President Burroughs named Kathy Semrick, Treasurer Stephanie Butler, and Vice-President Aimee Miller as an ad hoc committee to research and make recommendation concerning this request to the Board.

XVII. ADJOURN

Trustee Hansen moved to **adjourn the meeting.** Vice-President Miller seconded the motion.

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

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 10:03 p.m.

Kelly Gagne, Secretary

David Burroughs, Board President