

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JULY 9, 2018**

PRESENT: President David Burroughs, Vice-President Aimee Miller, Secretary Kelly Gagne, Trustees Heidi Casburn, MJ Hansen and Director Mary Lopez.

ABSENT: Treasurer Stephanie Butler, Trustee Phil Albano.

ALSO PRESENT: Staffers Amber Urich, Suzann Gemini, Kathy Semrick, Connor Wilcox, Emily Hoffman and Emily Smith, and Dwayne Nelson. Joan Hansen, Friends of the Library was also present.

LATE: NONE

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 7:20 p.m.

II. ROLL CALL

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

III. ADDITIONS TO THE AGENDA

NONE

IV. ADOPTION OF THE AGENDA

Trustee Hansen moved to **adopt the agenda as written.** Trustee Casburn seconded the motion.

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

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Vice-President Miller moved to **approve the minutes of the regular meeting of June 11, 2018, as amended¹ and the minutes of the executive meeting as written.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

¹ Page 1, change date to June 11; add Trustee Albano to Present; Also Present, change "Jensen" to Jansen.

VI. PUBLIC COMMENT

President Burroughs welcomed staff members and Joan Hansen to the Board meeting.

VII. FRIENDS OF THE LIBRARY

Executive Vice-President Joan Hansen presented her report to the Board. She advised the Board there would be another donation to the Library at their annual membership meeting on September 13. The Book Nook continues as an ongoing fundraiser for the Friends. Mid-Day Monday adult programs continue to be sponsored by the Friends. The next scheduled meeting of the Friends of the Library is September 13, 2018.

VIII. TREASURER'S REPORT

Item tabled to August meeting.

IX. ~~INTERIM~~ LIBRARY DIRECTOR'S REPORT

Director Lopez thanked the staff, the Board and the community for being so welcoming to her this past month.

Meetings/Trainings

- June 13 – Department Managers meeting
- June 18 – Susan O'Neil, Kane County Chronicle interview
- June 20 – Department Manager meeting
- June 25
 - Meeting with patron re. genealogy reference request
 - Meeting with Scott Wood –Benefit Plan services and S. Gemini
- June 26 – Meeting with Christopher Schneider Management Association and S. Gemini
- June 28 – Meeting with Matt Backe-Lundstrum Insurance

Additionally, Director Lopez met one-on-one with all Department Managers and several staff members.

There is a scheduled Meet and Greet on Saturday, July 28 from 10-12 pm with the public and from 12-1 pm with the local history and genealogy group to introduce herself and hear from them what they would like to see in the future in our Library.

All departmental reports have been included in the agenda packets.

X. COMMITTEE REPORTS

- a. Personnel – None.
- b. Policy – None.
- c. Finance – Needs to meet to discuss several items including budget work.
- d. Buildings and Grounds – None.
- e. Marketing – None.
- f. Ad Hoc: Funding Committee – None.

XI. DISCUSSION OF SHANNON PROPERTY; REMOVAL OF DECK AND BUILDING STAIRS

Discussion also included uses of property, perhaps for genealogy purposes, residential use, tear the building down, use it for storage, or other Library uses. Building and Grounds will meet with

Tim and appoint committee to research property and estimate costs involved in repurposing the building. Scheduled meeting date: 7/19/18 at 7:00 pm.

XII. DISCUSSION OF RETIREMENT PLAN OPTIONS

The Board will come back to this item.

XIII. EXECUTIVE SESSION

At 8:03 p.m. President Burroughs moved to **go into Executive Session to discuss Personnel matters**. Vice-President Miller seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

At 9:05 p.m. Trustee Hansen moved to **return to Regular Session to take action**. Secretary Gagne seconded the motion.

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

MOTION CARRIED

XIV. APPROVAL OF BONUSES AND FLOATING HOLIDAYS

Trustee Hansen moved to **approve bonuses and floating holidays, effective July 1, 2018, as discussed in Executive Session**. Trustee Casburn seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

Director Lopez will inform appropriate staff of bonuses and floating holidays.

XV. ONLINE REFERENCE AND RESOURCE LIBRARIAN – A. B. C.

Trustee Hansen moved to **approve A). Approve Hiring of Online Reference and Resource Librarian Position; B). Approve Online Reference and Resource Librarian Job Description; C). Approve Hiring of candidate to Online Reference and Resource Librarian Position, and to review in six months to include goals, as discussed in Executive Session.** Secretary Gagne seconded the motion.

ROLL CALL VOTE

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

MOTION CARRIED

Item E – Approve of Hiring of candidate to Adult Services Manager was tabled to a Special Meeting. Item F - Approval of Outreach Coordinator Job Description referred to Personnel Committee for review and recommendation. Item G – Approval of Outreach Coordinator Vacancy tabled.

XVI. OLD BUSINESS
DEDICATION OF LIBRARY ROOM

Trustee Casburn commenced the discussion of dedicating the room across the hall from the Board Room or the ~~Board~~ Room to Mary Lynn Alms. Pictures of plaques were passed around the table which could be chosen for the wall or door. The ad hoc committee had no recommendation at this time.

XVII. NEW BUSINESS
None.

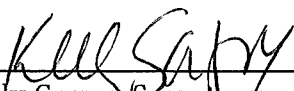
XVIII. ADJOURN

Trustee Hansen moved to **adjourn the meeting.** Trustee Casburn seconded the motion.

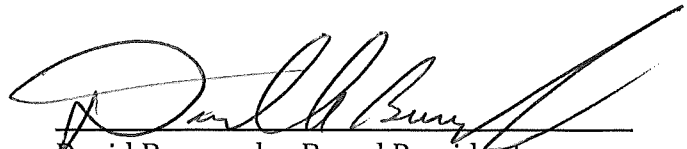
AYES:	ALL	NAYS:	NONE
ABSENT:	Butler, Albano	ABSTAIN:	NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 9:15 p.m.



Kelly Gagne, Secretary



David Burroughs, Board President