

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
AUGUST 13, 2018**

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

ABSENT: None.

ALSO PRESENT: Staffers Amber Urich, Suzann Gemini, Kathy Semrick, Connor Wilcox, Emily Hoffman, Stacy Groesch 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 7:17 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All Trustees were present.

III. ADDITIONS TO THE AGENDA

The name "Sikich" was incorrectly spelled in the agenda. This was amended to be correctly spelled out.

IV. ADOPTION OF THE AGENDA

Trustee Hansen moved to **approve the agenda as amended**. Trustee Albano seconded the motion.

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

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Trustee Hansen moved to **approve the minutes of the regular meeting of July 9, 2018 as amended¹ and the executive session minutes of July 9, 2018 as written; the minutes of the special meeting of August 2, 2018 as amended² and the executive session minutes of August 2, 2018 as written; the minutes of the special meeting of August 7, 2018 and the minutes of the executive session of August 7, 2018, both as written**. Secretary Gagne seconded the motion.

AYES:	ALL	NAYS:	NONE
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¹ Page 2, Item IX: Remove the word Interim.

² Page 2, 3rd Paragraph 3: Correctly spell the name Erickson twice.

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

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 advised the Board there would be a donation to the Library made at their annual membership meeting on September 13. The Book Nook continues as an ongoing fundraiser for the Friends. Many members enjoyed the Summer Reading Program and party this summer. She remarked how nice the rug looked in the Silo which was purchased with some of the funds donated by the Friends in May. The next scheduled meeting of the Friends of the Library is September 13, 2018, at which time election of officers will occur.

VIII. AUTHORIZATION TO PAY FOR SERVER IN SIKICH WAREHOUSE

Circulation Department Manager Kathy Semrick informed the Board of the need to replace our server. After discussion and review of upgrade quotes from Sikich, Treasurer Butler moved to **approve the quote from Sikich for the server upgrade and VM setup, for a cost not to exceed the total amount of \$18,158.00, Version #1, and to request quotes before the Board addresses Version #3 Patron LAN Domain Split, quote #014059.** Trustee Hansen seconded the motion.

ROLL CALL VOTE:

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

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

IX. AUTHORIZE STAFF TO PROCEED WITH PLAT OF SUBDIVISION TO CREATE ONE PARCEL FOR SHANNON PROPERTIES AND LIBRARY

Treasurer Butler stated that the Library's attorney believes we need to have a public hearing in order to proceed with re-platting the properties. We will need to re-plat and survey at the same time. The plat of survey will show the special use. Treasurer Butler moved to **authorize staff to move forward with re-platting the property and adjacent lots into one new subdivision and to schedule a public hearing, and to begin work with the Village to get it approved.** Vice-President Miller seconded the motion.

ROLL CALL VOTE:

AYES: Butler Miller
 Casburn Hansen
 Albano Gagne
 Burroughs

NAYS: NONE

ABSENT: NONE **ABSTAIN:** NONE

MOTION CARRIED

X. APPOINT TWO TRUSTEES TO AUDIT THE SECRETARY’S MINUTES

President Burroughs moved to **appoint Trustees Albano and Casburn to audit the Secretary’s Minutes of the fiscal year 2017 – 2018.** Trustee Hansen seconded the motion.

AYES: ALL **NAYS:** NONE

ABSENT: NONE **ABSTAIN:** NONE

MOTION CARRIED

XI. READING OF ENGAGEMENT LETTER FROM SIKICH AND MAKE FINAL DECISION ON AUDIT TEAM.

Treasurer Butler moved to **approve the Sikich firm to perform the audit of the Library for the fiscal year ending June 30, 2018, for the amount not to exceed \$6,500.** Trustee Hansen seconded the motion.

ROLL CALL VOTE:

AYES: Butler Hansen
 Casburn Miller
 Albano Gagne
 Burroughs

NAYS: NONE

ABSENT: NONE **ABSTAIN:** NONE

MOTION CARRIED

XII. COMMERCIAL INSURANCE RENEWAL PROPOSAL PACKET WITH PROPOSED CHANGE IN CARRIER

Treasurer Butler moved to **approve the Lundstrom Insurance recommendation to approve the Westfield commercial insurance option for a total not to exceed \$13,084.** Trustee Hansen seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

XIII. TREASURER’S REPORT

Treasurer Butler advised the Board that cash on hand in July was \$572,550.91. Real Estate taxes were received in the amount of \$56,898.77 and our Per Capita Grant funds received totaled \$15,490. Large expenditures for the month of July were Sikich purchases and contracts. Treasurer Butler moved to **approve the Treasurer’s Report for the month of July, 2018 and to enter the trial balance ending July 31, 2018 into the public record.** Trustee Hansen seconded the motion.

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

MOTION CARRIED

Treasurer Butler moved to **approve the June Treasurer’s Report and to enter the trial balance ending June 30, 2018 into the public record.** Trustee Casburn seconded the motion.

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

MOTION CARRIED

President Burroughs noted the Finance Committee has been working on the working budget and the appropriations ordinance in anticipation of the upcoming public hearing. Balance on hand on July 1, 2018 is \$646,000. Treasurer Butler advised that this year we only have \$646,000 which is not much. Director Lopez mentioned salaries projected increase and miscellaneous increase.

XIV. LIBRARY DIRECTOR’S REPORT

1. Summer Reading - Thanks to a dedicated staff, this program was a big success. Participation was increased in all age groups.
2. Staff – Two employees left the Library in July. A part-time clerk position is being posted.
3. SharePoint – Library managers and Board members will be looking at ways to more effectively communicate using this tool. Some features mentioned are ability to work on a shared document, store documents and facilitate collaboration.
4. Working Budget and Appropriations Ordinance – These will be reviewed at a Special meeting on September 19, 2018.
5. July meetings – 11 meetings were attended.

6. IMRF – The Director will be inviting a representative from IMRF to the September Board meeting.
7. Meet and Greets – There were two meetings Saturday, July 28, for the opportunity for patrons to meet the new Director. She has also scheduled meetings with the Elburn Chamber of Commerce and Joan Hansen with the Friends of the Library.
8. Elburn Days – There is a table reserved for the Library’s use on Friday, August 18. The Library will be sponsoring a program called “Happy Illinois Bicentennial Birthday Bash” on Sunday, August 19.
9. SWAN – Some members of the management team will be attending SWANstraganza, Annual Conference on Friday, August 17, being held at Moraine Community College.

XV. IPLAR REPORT

Vice-President Miller moved to **approve the IPLAR pending review by the President and Treasurer in order to submit the report by September 1, 2018.** Trustee Casburn seconded the motion.

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

MOTION CARRIED

XVI. LIBRARY STAFF REPORTS

The following reports have been included in the agenda packets:

- i. Circulation
- ii. Youth Service
- iii. Communication
- iv. Adult Services
- v. Cataloging items
- vi. Reference services

XVII COMMITTEE REPORTS

- a. Personnel – This committee will be meeting to re-write job descriptions.
- b. Policy – 2 policies were presented to the Board, both of which were referred back to the Policy Committee for further review and recommendation.
- c. Finance – Will meet and will have a report.
- d. Building and Grounds – There was a scheduled walk-through at the house and talk was about usage of the space. Tim Klomhaus will work on keeping the building in shape.
- e. Marketing – None.
- f. Ad Hoc Funding Committee – None.

XVIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION.

At 10:10 p.m. Trustee Hansen moved to **go into Executive Session to discuss personnel and litigation and to return to Regular Session to take no action.** Trustee Albano seconded the motion.

ROLL CALL VOTE:

AYES:	Hansen	Albano
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**Casburn
Butler
Burroughs**

**Miller
Gagne**

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

MOTION CARRIED

At 10:55 p.m. Vice-President Miller moved to **return to Regular Session to take no action.** Trustee Hansen seconded the motion.

XXIV. POLICY REVIEW

The health insurance policy revisions were sent back to committee for review and recommendation.

XX. OLD BUSINESS

The new plaque for the meeting room will be ready in the next day or two.

XXI. NEW BUSINESS

None.

XXII. ADJOURN

Trustee Albano moved to **adjourn the meeting.** Trustee Hansen 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 10:58 p.m.

Kelly Gagne, Secretary

David Burroughs, Board President