

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
DECEMBER 10, 2018**

**PRESENT:** President David Burroughs, Vice-President Aimee Miller, Secretary Kelly Gagne, Treasurer Stephanie Butler, Trustees Heidi Casburn, and MJ Hansen.

**ABSENT:** Trustee Phil Albano

**ALSO PRESENT:** Joan Hansen, Friends of the Library was present, along with Brian LeFevre of Sikich LLP.

**LATE:** Trustee Albano entered the meeting via Skype at 8:06 p.m.

**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 were present with the exception of Trustee Phil Albano.

**III. ADDITIONS TO THE AGENDA**

None.

**IV. ADOPTION OF THE AGENDA**

Trustee Hansen moved to **approve the agenda as written**. Treasurer Butler seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Albano</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**

Treasurer Butler moved to **approve the minutes of the Executive Session of September 10, Revised, 2018, as written; the minutes of the Special Meeting of November 12, 2018, Public Hearing on Tax Levy Ordinance; the minutes of the Executive Session of November 12, 2018, as amended<sup>1</sup>; the minutes of the Regular Meeting of November 12, 2018, as amended**. Vice-President Miller seconded the motion.

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<sup>1</sup> Executive Session Page 1, Motion to Return to Regular Session: Trustee Butler moved to adjourn, Trustee Hansen seconded; Absent: Burroughs and Albano. Regular Meeting: Page 3, Item IX, 2<sup>nd</sup> line: "...at a cost of \$8,937.12 monthly premium..."

**AYES: ALL NAYS: NONE**  
**ABSENT: Albano ABSTAIN: NONE**

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

President Burroughs welcomed staff members and Executive Vice-President of the Friends, Joan Hansen and Brian LeFevre, of Sickich. He introduced Elizabeth Rhodes Olson, a candidate for the Board of Trustees. President Burroughs also welcomed Mary Lynn Alms, former Library Director and her family, and guests, including Emily Hoffman, Susan Humm, Marcia Gaspae, Suzann Gemini, Karen Flamand, Amber Urich, Laura Chaplin and Kathy Semrick, along with Rene and Don Landphair, Karl Greszack, Bob and Carol Zydek, and Laura and Brian Sikorski, to the Board meeting for the special presentation to Mary Lynn Alms, honoring her for her dedication to the Library for 35 years of service.

**VII. PRESENTATION CEREMONY FOR THE MARY LYNN ALMS EDUCATIONAL CENTER.**

Mary Lynn Alms received from President Burroughs, on behalf of the Board of Trustees, a plaque honoring her for her 35 years of service to the Town and Country Public Library District and naming the room everyone was gathered in, the "Mary Lynn Alms Educational Center." Staff members, guests, and Board members were served refreshments and beverages. Pictures were taken with staff, Board members and the Alms family. A nice interval was enjoyed by all.

At 8:06 p.m. Trustee Albano joined the meeting via phone.

**VIII. FRIENDS OF THE LIBRARY**

Executive Vice-President Joan Hansen reported on the ongoing fundraisers: Book Nook; Christmas Book Nook which began November 6, raised over \$600. A 1998 Barbie Doll, donated by Fran Kitz was won by Julie Shallberg and the John Deere toy donated by Arends Hogan Walker, was won by E.G. Guthke. The Friends continue to sponsor the Mid-Day Adult programs. 30 poinsettias were donated by G & E Greenhouse for the Christmas Stroll. The next regularly scheduled meeting of the Friends is May 17 2019.

**IX. TREASURER'S REPORT**

Treasurer Butler advised the Board that there was \$635,389.71 cash on hand for the month of November. \$15,200.35 was received from the County in real estate taxes. The Library also received \$350 from the Friends of the Library. There is an attempt to cut down on spending. November total expenses were \$130,217.41, which is much more than what we expected, but hopefully, next month will be better. Most line items are on track. Books and periodicals are up. If it becomes necessary, there may be a possibility of taking out a short term loan.

Treasurer Butler moved to **approve the Treasurer's Report for the month of November, 2018 and to enter the trial balance ending November 30, 2018, into the public record.** Secretary Gagne seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**X. PRESENTATION BY AUDITOR**

Brian LeFevre, representing Sikich LLP, walked the Board members through the annual audit represented in notebooks presented to the Board. He explained income, expenditures, excess of revenues, along with governmental compliance. He stated the process of auditing the books went very smoothly and Ms. Suzann Gemini had everything under control.

Trustee Butler reported to the Board that the newspaper forgot to publish the tax levy ordinance notices. There will be a special meeting of the Board on Monday, December 17, for the purpose of correcting this error, re-doing the tax levy and tightening down the working budget.

**XI. Treasurer Butler moved to approve the Annual Financial Report for the Year Ended June 30, 2018, as presented by Sikich LLP. Trustee Hansen seconded the motion.**

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

**XII. INTERIM LIBRARY DIRECTOR'S REPORT**

1. Staff Christmas Party - On behalf of the staff, Interim Director Nelson thanked the Board for sponsoring the Staff Christmas Party, held this year at "The Office." A good time was had by all.
2. 2019 - The Library's 90<sup>th</sup> year anniversary will kick off with a special 2019 wall calendar, which features photos from the past. Donations will be accepted for the calendars and funds received will be earmarked for the History and Genealogy Center.
3. History and Genealogy - Staff met last week for review of final action items to prepare the Center for its soft opening in January.
4. Promotion - Megan Shumaker, who has worked at Town and Country Public Library for almost 12 years, has been promoted to Outreach Coordinator.
5. Winter Program Guide - The Guide was mailed to patrons last week and provides program information through May of our 90<sup>th</sup> anniversary year.
6. WTTW - The "Big Idea Traveling Lab" program was presented to 100 children and their families last week. Curious George (Dwayne Nelson) greeted all the children and had photos taken with them.
7. Christmas Stroll - This was really a fun event for young patrons and their families. We counted 400+ people attending. The "Holiday Harmony Strolling Carolers, Magic Matt Balloon Artistry, strolling entertainment with an elf from "Parties with Character," and live reindeer were featured this year. As a note, new dates into December for the Stroll are being discussed by the Chamber.

8. Batteries – Amber Ulrich and Greg Zielinski reported the Library has collected approximately 600 pounds of batteries for recycling from patrons since the program began in June. We will be included in the County Recycles website as a drop-off location.
9. Circulation – There was a slight decrease in items circulated in November compared to November, 2017.

The Board members expressed their condolences to Interim Library Director Dwayne Nelson for the loss of his wife. Mr. Nelson thanked both the Board and the staff for their support.

**XIII. STAFF REPORTS**

The following reports have been included in the agenda packets for the Board’s perusal.

1. Circulation
2. Youth Services
3. Communication
4. Adult Services
5. Cataloging items
6. Outreach
7. History and Genealogy

At 8:38 p.m. Trustee Albano left the Board meeting.

**XIV. COMMITTEE REPORTS**

1. Personnel – None.
2. Policy – None.
3. Finance – None.
4. Building and Grounds – President Burroughs advised the Board that work needing to be done at the History and Genealogy Center was a re-do of the back room and accessibility to the house, i.e. ramp from the door to the sidewalk would be good for access for handicapped.
5. Marketing – None.
6. Ad Hoc Funding Committee – None.

**XV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION.**

At 8:50 p.m. Trustee Hansen moved to **go into Executive Session to discuss personnel and to return to Regular Session to take no action.** Treasurer Butler seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Hansen Casburn Miller</b>	<b>Butler Gagne</b>	
<b>NAYS:</b>	<b>NONE</b>		
<b>ABSENT:</b>	<b>Albano</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

At 9:05 p.m. Trustee Hansen moved to **return to Regular Session to take no action**. Secretary Gagne seconded the motion.

**AYES: ALL NAYS: NONE.**

**ABSENT: Albano ABSTAIN: NONE.**

**MOTION CARRIED**

**XVI. OLD BUSINESS**

None.

**XVII. NEW BUSINESS**

None.

**XVIII. ADJOURN**

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

**AYES: ALL NAYS: NONE**

**ABSENT: Albano ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 9:10 p.m.

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Kelly Gagne, Secretary

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David Burroughs, President