

MINUTES OF THE SPECIAL MEETING (2)
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
DECEMBER 17, 2018

PRESENT: President David Burroughs, Vice-President Aimee Miller, Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustee Heidi Casburn.

ABSENT: Trustees Phil Albano and M.J. Hansen

ALSO PRESENT: None

I. CALL TO ORDER

President Burroughs called the Special Meeting of the Board of Trustees of the Town and Country Public Library District to order at 7:25 P.M.

II. ROLL CALL

Roll call was taken. Trustees Phil Albano and M.J. Hansen were absent. A quorum was present.

III. PUBLIC COMMENT

None

IV. REVIEW AND AMEND WORKING BUDGET

The Working Budget was reviewed relative to changes made to more accurately reflect the current anticipated budget to help the Library Staff and the Board plan and review the various department budgets on a continuing basis.

The most significant changes were made to:

- Reduce Electronic Format Materials to reflect databases that are not being renewed.
- Reduce Benefits as IMRF will not be implemented this fiscal year.

Smaller reductions were made to reflect current spending in several areas, including the following:

- Personnel Development
- Outreach Support
- Landscaping
- Rent
- Furniture
- Construction

The money from the above reductions was categorized as GENERAL CONTINGENCY FUND with the goal of rebuilding the carry-over to ease the cash flow experienced in the spring this year and last due to the reduction in carry-over funds.

The amended Working Budget is still aligned with the Levy and is expected to help guide the staff regarding purchases and the timing of said purchases while helping to rebuild the carry-over funding.

V. APPROVE AMENDED WORKING BUDGET

Treasurer Butler moved to **approve the Amended Working Budget**. Vice-President Miller seconded the motion.

ROLL CALL VOTE:

AYES:	Burroughs Casburn Miller	Butler Gagne
NAYES:	NONE	
ABSENT:	Albano	Hansen

MOTION CARRIED

VI. ADJOURN

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

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

MOTION CARRIED

The special meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 7:36 P.M.

Kelly Gagne, Board Secretary

David Burroughs, Board President