

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
NOVEMBER 12, 2018**

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

ABSENT: President David Burroughs, Trustee Phil Albano, and Interim Library Director Dwayne Nelson.

ALSO PRESENT: Suzann Gemini, Kathy Semrick, Amber Urich, Greg Zielinski and Connor Wilcox. Joan Hansen, Friends of the Library was also present.

LATE: None.

I. CALL TO ORDER

Vice-President Miller called the Regular Meeting of the Board of Trustees of the Town and Country Public Library District to order at 7:29 p.m.

II. ROLL CALL

Vice-President Miller requested the roll be called. President Burroughs and Trustee Phil Albano were absent.

III. ADDITIONS TO THE AGENDA

Items IX and X were requested to be moved to after Item VII.

IV. ADOPTION OF THE AGENDA

Treasurer Butler moved to **approve the agenda as amended**. Trustee Casburn seconded the motion.

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

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Treasurer Butler moved to **approve the minutes of the regular meeting of September 19, 2018 as written**. Trustee Hansen seconded the motion.

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

MOTION CARRIED

Trustee Hansen moved to **approve the minutes of the regular meeting of October 8, 2018 as amended**¹. Treasurer Butler seconded the motion.

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

MOTION CARRIED

Treasurer Butler moved to **approve the minutes of the October 8, 2018 executive session**. Trustee Casburn seconded the motion.

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

MOTION CARRIED

Treasurer Butler moved to **approve the minutes of the special meeting of October 22, 2018 as written**. Trustee Casburn seconded the motion.

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

MOTION CARRIED

Vice-President Miller moved to **approve the minutes of the special meeting of November 7, 2018 as written**. Trustee Casburn seconded the motion.

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

MOTION CARRIED

VI. PUBLIC COMMENT

President Burroughs welcomed staff members and Executive Vice-President of the Friends, Joan Hansen, as well as Scott Wood of Benefit Plan Services, to the Board meeting.

VII. FRIENDS OF THE LIBRARY

Executive Vice-President Joan Hansen reported on the ongoing fundraisers: Book Nook; Christmas Book Nook began November 6. A 1998 Barbie Doll, donated by Fran Kitz and a John

¹ Item VII, last sentence, add comma: ...May 17, 2019. Item XII, 2nd paragraph: ...It was noted that Jon Renner...

Deere toy donated by Arends Hogan Walker, will be included in the December 1st Christmas raffle. Mid-Day Monday adult programs continue to be sponsored. G & E Greenhouse will be donating poinsettias again for the Christmas Stroll. The Friends have donated \$125 for the Gingerbread House workshops being held on December 1st. The Friends have also donated \$225 to the Library for the Outreach Homebound Christmas gifts.

The next regularly scheduled meeting of the Friends is May 17 2019.

VIII. DENTAL INSURANCE PROPOSAL BY SCOTT WOOD OF BENEFIT PLAN SERVICES

Mr. Wood presented to the Board the final recommendation for health and dental insurance.

IX. ACCEPTANCE OF DENTAL INSURANCE PROPOSAL

Treasurer Butler moved to **approve the renewal of health insurance to Blue Cross/Blue Shield at a cost of \$8,937.12 annual premium and to approve the Delta Dental Platinum plan at a cost of \$7,665.36 annual premium.** Trustee Hansen seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

X. TREASURER'S REPORT

Treasurer Butler reported cash on hand of \$747,158.01. Real Estate taxes received totaled \$202,891.91. Treasurer Butler advised the Board the Library did not have as much carry-over as we have had from previous years. Treasurer Butler and Interim Library Director Nelson have discussed cutting back on budgeted items. The Library will be tight on cash in February, March and April. For future working budgets, we want to tighten down in order to get back to where we were. Treasurer Butler moved to **approve the Treasurer's Report for the month of October, 2018 and to enter the trial balance ending October 31, 2018, into the public record.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

XI. INTERIM LIBRARY DIRECTOR'S REPORT

1. 2019 - In 2019, Town and Country Library will celebrate 90 years in service to this district. Special events are being planned throughout the year.

2. History and Genealogy Center – Interior of house has been painted and new flooring is in place. The walkway between the house and Library is completed. The alarm system is operational and the new phone system will be installed soon.
3. Voting – There were excellent turnouts for both early voting and on Election Day. Early voting totaled 826 and Election Day voter count was 1,038.
4. Halloween – The Library hosted two Halloween events; Magic Matt presented a program, and Terry Lynch presented his “Haunted History” program.
5. Program Guide – This guide is packed with patron information as we come into 2019.
6. Christmas Stroll – Our Library will feature strolling carolers, Magic Matt Balloon artistry, Parties with Character’s elf, and live reindeer.
7. Circulation – Total items circulated in October notched up a bit over October, 2017.

XII. STAFF REPORTS

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

- i. Circulation
- ii. Youth Service
- iii. Communication
- iv. Adult Services
- v. Cataloging items
- vi. Outreach
- vii. History and Genealogy

XIII. COMMITTEE REPORTS

- a. Personnel – None.
- b. Policy – Minutes of the October 2, 2018 meeting were included for informational purposes.
- c. Finance – None.
- d. Building and Grounds – None.
- e. Marketing – None.
- f. Ad Hoc Funding Committee – None.

Treasurer Butler moved to **amend the October 8, 2018 minutes, Item XIII, Interim Library Director: Approve Salary, by deleting the motion made by Treasurer Butler to “approve the salary for the Interim Library Director as discussed in the September 10 Executive Session”, since those minutes were still tabled to the November meeting.** Vice-President Miller seconded the motion.

AYES:	ALL	NAYS:	NONE.
ABSENT:	Burroughs Albano	ABSTAIN:	NONE.

MOTION CARRIED

XIV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION.

At 8:17 p.m. Vice-President Miller moved to go into Executive Session to discuss personnel and litigation **and to return to Regular Session to take action.** Trustee Casburn seconded the motion.

ROLL CALL VOTE:

AYES: Hansen Miller
Casburn Gagne
Butler

NAYS: NONE

ABSENT: Burroughs **ABSTAIN:** NONE
Albano

MOTION CARRIED

At 8:40 p.m. Treasurer Butler moved to **return to Regular Session to take action.** Trustee Hansen seconded the motion.

AYES: ALL **NAYS:** NONE.

ABSENT: Burroughs **ABSTAIN:** NONE.
Albano

MOTION CARRIED

Treasurer Butler moved to **approve the salary for the Interim Library Director as discussed in this meeting's executive session.** Vice-President Miller seconded the motion.

ROLL CALL VOTE:

AYES: Butler Miller
Casburn Hansen
Gagne

NAYS: NONE

ABSENT: Burroughs **ABSTAIN:** NONE
Albano

MOTION CARRIED

XV. OLD BUSINESS

It was announced that former Library Director Lynn Alms will be coming into the Board meeting of December 10, 2018. There will be an event naming a Library room after Lynn.

XVI. NEW BUSINESS

None.

XVII. ADJOURN

Vice-President Miller moved to **adjourn the meeting.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:55 p.m.

Kelly Gagne, Secretary

Aimee Miller, Vice-President