

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OCTOBER 8, 2018**

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

ABSENT: None.

ALSO PRESENT: Staffers Emily Hoffman, Suzann Gemini, Laura Chaplin, and Connor Wilcox. 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.

III. ADDITIONS TO THE AGENDA

None.

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 September 10, 2018 as written and to table the minutes of the executive session to the next meeting.** Secretary Gagne seconded the motion.

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

MOTION CARRIED

VI. PUBLIC COMMENT

President Burroughs welcomed staff members and Executive Vice-President of the Friends, Joan Hansen, to the Board meeting.

VII. FRIENDS OF THE LIBRARY

Executive Vice-President Joan Hansen reported on the continued pricings on Book Nook Christmas selections and the Christmas Book Nook commences November 6. The Halloween theme books for children are on sale now. The Friends continue to Sponsor the Mid-Day Monday adult programs. The Friends of the Library donated \$3,500 to the Library at their annual meeting on September 13. Their annual meeting included election of officers:

- President: Matt Miller
- Executive Vice President: Joan Hansen
- Treasurer: Bill Grabarek
- Secretary: Pat Schuberg
- Director: Robert Harford
- Director: Lori Crimmins

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

TREASURER’S REPORT

VIII. Treasurer Butler announced that Real Estate taxes received totaled \$333,807.03. Treasurer Butler announced the \$3500 donation from the Friends of the Library. Treasurer Butler moved to **approve the Treasurer’s Report for the month of September, 2018 and to enter the trial balance ending September 30, 2018, into the public record.** Trustee Hansen seconded the motion.

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

MOTION CARRIED

IX. APPROVAL OF THE WORKING BUDGET

Treasurer Butler moved to **approve the Working Budget for the year ending June 30, 2019.** Trustee Albano seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

X. PRESENTATION BY HEALTH INSURANCE AGENT SCOTT WOOD OF BENEFIT PLAN SERVICES
Mr. Wood spoke to the Board re. Blue Cross Blue Shield quoting a smaller premium figure than last year. Also discussed was dental insurance and life insurance. He recommended the Library stay with Blue Cross/Blue Shield. He will bring final dollar figures to the November 12 meeting.

XI. INTERIM LIBRARY DIRECTOR'S REPORT

1. National Library Card Sign-up Month – September is the month for this event. Our Library issued twenty new library cards in the first five days of the month. Most months we issue approximately fifty new cards.
2. 1000 Books Before Kindergarten – September also begins this initiative in the Youth Services Department.
3. SWANstravaganza – Department Managers attended this event on August 17. Their reviews of these presentations are included in the monthly Department reports to the Board.
4. Elburn Days – Our Library sponsored Terry Lynch who gave an “Illinois Bicentennial” presentation.
5. Reference Service – a) Worked on 10 reference questions for patrons; b)The Department Head and the Director moved the adult reference book collection to a central location for patrons, which is now located at the east end of the adult computer work stations; c) We now have access to the online version of Consumer Reports. This subscription is being used by staff to answer patrons’ reference questions.
6. Maintenance topics – Staff members Wilcox and Stewart gave the public notice board in the entryway a much needed facelift. Tim Klomhaus painted the interior lower wall of the Storytelling Silo.

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

It was noted that John Renner had conversations with Suzann Gemini regarding a workshop for IMRF on October 22 for eligible employees who worked 20 hours per week or more. Discussion was led by Treasurer Butler as to the bottom line in employer rates. No action was taken.

XI COMMITTEE REPORTS

- a. Personnel – None.
- b. Policy – None.
- c. Finance – None.
- d. Building and Grounds – None.
- e. Marketing – None.
- f. Ad Hoc Funding Committee – None.

XII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION.

At 7:55 p.m. Trustee Hansen moved to **go into Executive Session to discuss personnel and litigation and to return to Regular Session to take action.** Vice-President Miller seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

At 9:00 p.m. Vice-President Miller moved to **return to Regular Session to take action.** Trustee Hansen seconded the motion.

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

MOTION CARRIED

XIII. INTERIM LIBRARY DIRECTOR: APPROVE SALARY

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

ROLL CALL VOTE

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

MOTION CARRIED

**XIV. OUTREACH COORDINATOR AND OUTREACH ASSISTANT
A. APPROVE CREATION OF ABOVE POSITIONS**

Vice-President Miller moved to **approve the positions of Outreach Assistant and Outreach Coordinator, both full-time positions, and the job descriptions for both positions.** Trustee Casburn seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XV. APPROVE EXPENDITURES FOR PAINTING AND FLOORING AT 315 E. SHANNON

President Burroughs moved to **approve the proposal from Nedrow Decorating, Inc. for painting of the interior of the building at 315 E. Shannon, in the amount of \$3,900; and also approve the proposal from Douglas Floor Covering for work on the floors re. demo work on carpeting, prep on existing vinyl flooring and installation of vinyl flooring, not to exceed \$6,975.** Trustee Albano seconded the motion.

ROLL CALL VOTE:

**AYES: Burroughs Albano
Casburn Hansen
Butler Miller
Gagne**

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XVI. APPROVE EXPENDITURES FOR SIDEWALK REPAIRS AND ADDITIONS

Trustee Albano moved to **approve the proposal from Lorusso Cement Contractors for pouring sidewalk from the Library to the house at 315 E. Shannon, and other repairs, in an amount not to exceed \$10,925.** Secretary Gagne seconded the motion.

ROLL CALL VOTE:

**AYES: Albano Gagne
Casburn Hansen
Butler Miller
Burroughs**

NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

XVII. OLD BUSINESS

None.

XVIII. NEW BUSINESS

None.

XIX. ADJOURN

Trustee Hansen moved to **adjourn the meeting.** Trustee Casburn 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 9:10 p.m.

Kelly Gagne, Secretary

David Burroughs, Board President