

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JANUARY 14, 2019**

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

ABSENT: NONE.

ALSO PRESENT: Kathy Semrick, Emily Hoffman, Connor Wilcox and Amber Urich.

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 7:18 p.m.

II. ROLL CALL

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

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.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Treasurer Butler moved to **approve the minutes of the Executive Session of December 10, 2018, as written.** Trustee Hansen seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: NONE ABSTAIN: Albano

MOTION CARRIED

Trustee Hansen moved to **approve the minutes of the Regular meeting of December 10, 2019 as amended¹.** Trustee Albano seconded the motion.

¹ Page 4, item 8, Batteries: Change "Ulrich" to Urich. Page 2, Item VI, Change "Sickich" to Sikich, change "Rhodes" to Rose, change "Greszak" to Grzeszczak.

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

MOTION CARRIED

Treasurer Butler moved to **approve the minutes of the Special meeting of December 17, 2019, which was called to order at 7:25 p.m. as amended.**² Vice-President Miller seconded the motion.

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

MOTION CARRIED

Trustee Hansen moved to **approve the minutes of the Special meeting of December 17, 2019, which was called to order at 7:18 p.m. as written.** Trustee Casburn seconded the motion.

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

MOTION CARRIED

VI. PUBLIC COMMENT

President Burroughs welcomed staff.

VII. FRIENDS OF THE LIBRARY

Executive Vice-President Joan Hansen was unable to attend the meeting due to illness. Her report indicated the Christmas Book Nook was the most successful ever resulting in sales of \$900+. The Friends are looking forward to the annual Mother's Day weekend Plant and Flower Sale. Mid-Day Monday adult programs continue to be sponsored. A small number of regular "Friends" continue to attend the Saturday coffee bar. The next regularly scheduled meeting of the Friends of the Library is May 17, 2019.

VIII. TREASURER'S REPORT

Treasurer Butler reported to the Board that cash on hand for the month of December was \$468,497.52. \$19,000 was spent in December for consulting fees. Upgrades on the History and Genealogy Center were posted under Building Repairs in the budget. Treasurer Butler moved to **approve the Treasurer's report for the month of December, 2018, and to enter the trial balance ending December 31, 2018 into the public record.** Trustee Hansen seconded the motion.

Director's search

² Page 1, bulleted items, change "Rent" to Contracts.

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

MOTION CARRIED

IX. INTERIM LIBRARY DIRECTOR'S REPORT

1. 90th Anniversary of Library - The wall calendars commemorating our 90th anniversary are here and we are accepting donations for the calendars with funds received earmarked for the new History and Genealogy Center.
2. ~~90th Anniversary~~ - The first event occurred on January 8, celebrating with cake and refreshments. Shown in the photo is Greg Zielinski's mother, Alice, who was our first patron celebrating a 90th birthday this year.
23. National Library Week - Our theme this year for the week of April 7 is "Libraries = Strong Communities." Town and Country Library is adding the tagline: "We have history - 90 years!" Two special events are being planned: 1) the Volunteer Brunch this year will be held on Sunday, April 7; and 2) We are holding the grand opening of the History and Genealogy Center on Saturday, April 13.
34. Per Capita Grant - The FY19 Per Capita grant application has been completed and submitted.
45. New Service - Department Managers and the Interim Library Director completed a 3-hour training for the new Library Market event and room management system. The launch date for this new service is January 21.
56. 211 Social Services Network - Staff members Semrick, Hoffman and Wilcox attended with Interim Director Nelson, the Chamber of Commerce meeting in January to hear the United Way's presentation on the new Kane County 211 Social Services Network.

X. 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

XI. COMMITTEE REPORTS

1. Personnel - Trustees Albano and Vice-President Miller need to discuss meeting dates.
2. Policy - Trustee Casburn suggested there is a need to look into a meeting room policy and/or a study room policy to perhaps include hours for tutoring.
3. Finance - None.
4. Building and Grounds - None.
5. Marketing - None.
6. Ad Hoc Funding Committee - None.

XII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION.

At 8:10 p.m. Trustee Hansen moved to **go into Executive Session to discuss personnel and to return to Regular Session to take action.** Secretary Gagne seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

At 8:38 p.m. Trustee Albano 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. APPROVE DISPENSATION OF BONUSES FOR LIBRARY STAFF WHO PROCESS PASSPORT APPLICATIONS.

Treasurer Butler moved to **approve bonuses for library staff who process passport applications, as discussed in Executive session.** Secretary Gagne seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

XIV. OLD BUSINESS

None.

XV. NEW BUSINESS

None.

XVI. ADJOURN


Trustee Hansen moved to **adjourn the meeting**. Vice-President Miller 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 8:52 p.m.



Kelly Gagne, Secretary



David Burroughs, President