

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
DECEMBER 9, 2019**

**PRESENT:** President David Burroughs, Vice-President Aimee Miller, Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustees Phil Albano, Heidi Casburn, and Elizabeth Olson. Library Director Emily Hoffman was also present.

**ABSENT:** None.

**ALSO PRESENT:** Staff Members Dwayne Nelson, Suzann Gemini, Tim Fitzpatrick. Also present was Brian LeFevre, Auditor, Sikich LLP.

**LATE ARRIVALS:** 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 6:57 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 Albano moved to **adopt the agenda as written.** 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**

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

Minutes for approval were discussed and Secretary Gagne and Trustee Miller will amend the minutes presented and return them for approval at the January meeting. An ad hoc committee will be appointed for research and will recommend to the Board how minutes will be amended.

**VI. PUBLIC COMMENT**

President Burroughs welcomed staff and Brian LeFevre of Sikich regarding the annual audit.

**VII. FRIENDS OF THE LIBRARY**

In the absence of the Executive Vice-President Hansen, Library Director Hoffman informed the Board of the raffle winners in the Christmas Stroll.

**VIII. TREASURER’S REPORT**

**A. Financial Report: Review and Place on File for Audit**

Treasurer Butler advised the Board there was \$579,341.71 cash on hand November 30, 2019. Two CD’s matured on November 9 and November 29. We have one due on January 2, 2020, \$100,000 at 2%. Treasurer Butler **moved to approve the November 30, 2019 Treasurer’s Report, and to enter the trial balance ending November 30, 2019, into the public record.** Trustee Miller seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

**IX. PRESENTATION BY AUDITOR**

The Library’s auditor, Brian LeFevre from Sikich, LLP, presented to the Board the Annual Financial Report.

**X.** Treasurer Butler moved to **approve the Annual Financial Report and file it accordingly.** Trustee Albano seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: NONE**

**ABSENT: NONE ABSTAIN: NONE**

**MOTION CARRIED**

## **XI. LIBRARY DIRECTOR'S REPORT**

### Building

- Completing update to our Emergency Plan for the library, i.e. smoke detectors and distinguishers.
- Emergency equipment has been installed at the Heritage Center.

### Programming

- Approximately 600 people attended the Holiday Stroll, which included a new stop at the Heritage Center where items were available for sale and there was a craft activity for children.
- Approximately 250 people enjoyed the Reindeer Fest in November.
- Program Registration commences December 16.

### Professional Development and Meetings

- Attended December Chamber of Commerce meeting.
- Finalized plans for In-Service Day in January, and keeping costs to a minimum. Topics to include: communication, emergency planning with the Fire Department, and more.

### Community and Outreach

- Scheduled 2020 Census jobs informational table in November.
- Preparing for Primary Election in March. Early and regular voting confirmed with County.
- Partnered with Becca's Legacy again this year for the toy drive in the Library lobby.
- Kathy Semrick discussed an idea to support community by creating a "Mitten Tree" in the Library lobby. New hats, gloves, and mittens that are donated will be given to a charitable organization after the holidays.
- Worked with Library attorney, IMRF, Dave and Suzann to develop IMRF Ordinance and determine necessary steps for the December deadline.

## **XII. PER CAPITA GRANT DISCUSSION**

The Board reviewed and provided guidance to the Director Hoffman regarding the per capita grant application.

In addition to information on Per Capita grants, Chapter 11 of *The Trustee Facts File* was discussed. Topics included Fundraising, Advocacy, Public Relations and Trustee Continuing Education. It was noted that the Library would consider bringing back the book sale and would approach the Friends regarding research on the subject.

## **XIII. LIBRARY STAFF REPORTS**

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

- Circulation
- Youth Services
- Adult Services
- Cataloging items
- History and Genealogy
- Communication
- Financials

**XIV. COMMITTEE REPORTS**

1. Personnel – None.
2. Policy – None.
3. Finance – None.
4. Building and Grounds None.

**XV. APPROVAL OF POLICIES**

It was decided to discuss policies in executive session and take action when regular meeting is reconvened.

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

At 9:18 p.m. Trustee Casburn moved to **go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Trustee Olson seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

At 9:40 p.m. Treasurer Butler moved to **reconvene to the Regular meeting to take action.** Secretary Gagne seconded the motion.

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

**MOTION CARRIED**

Secretary Gagne moved to **approve the Executive Session minutes of October 14, 2019 and as amended.** Trustee Casburn seconded the motion.

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

**MOTION CARRIED**

**APPROVAL OF POLICIES (XV)**

Treasurer Butler moved to **approve the policies: Personal Appearance; Smoke-Free Building; Emergency Weather Closing; Social Media Policy; Unattended Children; and Salary Administration, all as amended.** Trustee Casburn seconded the motion.

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

**MOTION CARRIED**

**XVII. OLD BUSINESS**  
None.

**XVIII. NEW BUSINESS**  
None.

**XI. ADJOURN**

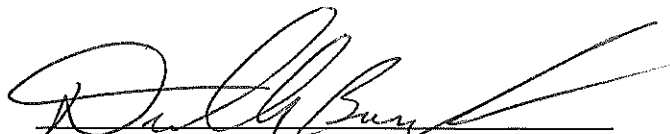
Treasurer Butler moved to **adjourn the meeting.** Trustee Albano seconded the motion.

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

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 9:43 p.m.

  
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Kelly Gagne, Secretary

  
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David Burroughs, President