

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
JANUARY 13TH, 2020**

PRESENT: President David Burroughs, Treasurer Stephanie Butler, Trustees Phil Ablano, Heidi Casburn, and Elizabeth Olson. Library Director Emily Hoffmann was also present.

ABSENT: Vice-President Aimee Miller, Secretary Kelly Gagne.

ALSO PRESENT: Staff members Kathy Semrick, Tim Fitzpatrick, Suzann Gemini, Joan Hansen.

LATE ARRIVALS: None.

I. CALL TO ORDER

President Burroughs called the Regular Meeting of the Board of Trustees of the Town and County Public Library District to order at 7:19pm.

II. ROLL CALL

President Burroughs requested that the roll be called. Attendance listed above.

III. ADDITIONS TO THE AGENDA (ACTION ITEM)

None.

IV. ADOPTION OF THE AGENDA (ACTION ITEM)

Trustee Albano moved to adopt the agenda as written. Trustee Heidi Casburn seconded the motion.

AYES: ALL

NAYS: NONE

**ABSENT: VICE PRESIDENT AIMEE MILLER
SECRETARY KELLY GAGNE**

ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) (ACTION ITEM)

- A.** Discussion of minutes from 11/11/19. Approved as written except to add a signature line.

Motion to approve moved by Trustee Phil Albano. Treasurer Stephanie Butler seconded the motion.

AYES: ALL

NAYS: NONE

**ABSENT: VICE PRESIDENT AIMEE MILLER
SECRETARY KELLY GAGNE**

ABSTAIN: NONE

MOTION CARRIED

- B.** Discussion of minutes from 12/9/19. Approval of special meeting minutes.

Motion to approve moved by Treasurer Stephanie Butler. Trustee Phil Albano seconded the motion.

AYES: ALL NAYS: NONE

**ABSENT: VICE PRESIDENT AIMEE MILLER
SECRETARY KELLY GAGNE**

ABSTAIN: NONE

MOTION CARRIED

- C.** Discussion of regular meeting minutes 12/9/19. Secretary Gagne will amend minutes and return them for approval to the February Board meeting.

VI. PUBLIC COMMENT

President Burroughs welcomed staff.

VII. FRIENDS OF THE LIBRARY

Executive Vice-President Hansen informed the Board of the results of the Christmas Book Sale, totaling \$704. This year will mark the 15th year of the plant sale in May.

VIII. TREASURER'S REPORT

A. Financial Report: review and place on file for audit (action item)

Treasurer Butler informed the Board that this month spending was kept to \$86,000.

Treasurer Butler moved to approve the December 31, 2019 Treasurer's Report and to enter the trial balance ending December 31, 2019 into the public record. Trustee Olson seconded the motion.

AYES: ALL NAYS: NONE

**ABSENT: VICE PRESIDENT AIMEE MILLER
 SECRETARY KELLY GAGNE**

ABSTAIN: NONE

MOTION CARRIED

B. Authorization for officers to execute necessary documents to borrow funds needed through June 2020 (action item)

Discussion of this authorization. Trustee Phil Albano moved to authorize officers to execute necessary documents to borrow a maximum of \$200,000. Trustee Olson seconded the motion.

AYES: ALL NAYS: NONE

**ABSENT: VICE PRESIDENT AIMEE MILLER
 SECRETARY KELLY GAGNE**

ABSTAIN: NONE

MOTION CARRIED

IX. LIBRARY DIRECTOR'S REPORT

Building

- Public computers replaced with refurbished machines (from Tech Soup) due to Microsoft update. Also reduced total number of computers due to declined usage.
- Boiler system needed a pump and motor replacement this month.

Professional Development and Meetings

- Attended a Director meeting in Sycamore

Collection and Materials

- Staff started inventory project this month
- 2019 circ stats listed *Where the Crawdads Sing*, *Aquaman* and *Why We Sleep: Unlocking the Power of Sleep and Dreams* as the #1 checkouts for book, DVD, and audiobook respectively.

- Submitted the Per Capita Grant and received approval from State Library.

Community and Outreach

- Holiday "Mitten" Tree collected an impressive 99 donation items.
- A non-partisan group, "The League of Women Voters," here over three dates in January and February to register voters.

Other

- Completed additional steps for IMRF ordinance including: acquiring a Spanish translation of ballot question, filing Ordinance with Kane County, and creating an informational handout for patrons.

X. LIBRARY STAFF REPORTS

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

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

XI. COMMITTEE REPORTS

- A. Personnel- None
- B. Policy- None
- C. Finance- None
- D. Buildings and Grounds- None

XII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:02, Treasurer Butler moved **to go into Executive Session to discuss personnel and litigation**. Trustee Casburn seconded.

ROLL CALL VOTE:

AYES: BUTLER	CASBURN
BURROUGHS	ALBANO
OLSON	

NAYS: NONE

ABSENT: MILLER	GAGNE
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ABSTAIN: NONE

At 8:21, Treasurer Butler moved **to reconvene the Regular Meeting**. Trustee Albano seconded.

AYES: ALL	NAYS: NONE
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**ABSENT: VICE PRESIDENT AIMEE MILLER
SECRETARY KELLY GAGNE**

ABSTAIN: NONE

MOTION CARRIED

XIII. IMRF DISCUSSION

Discussion on IMRF about developing an information guide to give to patrons about the proposed referendum.

XIV. OLD BUSINESS

XV. NEW BUSINESS

XVI. ADJOURN (ACTION ITEM)

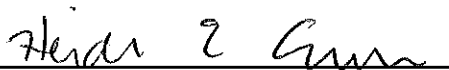
At 8:59, Trustee Albano moved to adjourn. Trustee Olson seconded.

AYES: ALL NAYS: NONE

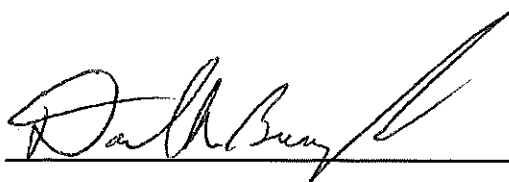
**ABSENT: VICE PRESIDENT AIMEE MILLER
SECRETARY KELLY GAGNE**

ABSTAIN: NONE

MOTION CARRIED



Secretary Pro-Tem Heidi Casburn



President David Burroughs