

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
MARCH 9, 2020**

**PRESENT:** President David Burroughs, Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustees Phil Albano, Heidi Casburn, and Elizabeth Olson. Library Director Emily Hoffman.

**ABSENT:** Vice-President Aimee Miller

**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 7:20 p.m.

**II. ROLL CALL**

President Burroughs requested the roll be called. All were present except Vice-President Miller.

**III. ADDITIONS TO THE AGENDA**

None.

**IV. ADOPTION OF THE AGENDA**

Trustee Albano moved to **adopt the agenda as written.** Treasurer Butler seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Miller ABSTAIN: NONE**

**MOTION CARRIED**

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

Minutes for the Regular Sessions of 12/9/2019, 1/13/2020, and 2/10/2020 were discussed.

Trustee Albano moved to **approve the Regular Sessions Minutes of 12/9/19 as amended.** Trustee Casburn seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Miller ABSTAIN: NONE**

**MOTION CARRIED**

Trustee Albano moved to **approve the Regular Sessions Minutes of 1/13/20 as amended.** Treasurer Butler seconded the motion.

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

**MOTION CARRIED**

Trustee Albano moved to **approve the Regular Sessions Minutes of 2/10/20 as written.** Treasurer Butler seconded the motion.

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

**MOTION CARRIED**

**VI. PUBLIC COMMENT**  
None.

**VII. FRIENDS OF THE LIBRARY**  
In the absence of the Executive Vice-President Hansen, Director Hoffman reported that the Mother’s Day plant sale preparations are well under way. On-lines sales are expected to be up and running in early April.

**VIII. TREASURER’S REPORT**  
**A.** Treasurer Butler advised the Board there was \$296,552.00 cash on hand on February 29, 2020. Treasurer Butler **moved to approve the Treasurer’s Report for February 2020, and to enter the trial balance ending February 29, 2020, into the public record.** Trustee Olson seconded the motion.

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

**MOTION CARRIED**

**B.** Treasurer Butler advised the Board that the cash on hand was as anticipated and that we did request from Kane County a Tax Anticipation Warrant in the amount of \$190,000.00. The repayment amount, including interest, of \$192,212.33, will be withheld from the property tax distributions to the Library on

9/4/2020. Treasurer Butler **moved to approve Resolution No. 2020-1 APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN KANE COUNTY AND TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT TO BORROW FUNDS FROM FUTURE TAX REVENUES.** Trustee Albano seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

**IX. LIBRARY DIRECTOR'S REPORT**

The Library Director's report was reviewed, including the following topics:  
Staff & Volunteers:

- (2) new Clerks were welcomed to the library, 1 part time and 1 full time.
- The Volunteer breakfast is scheduled for April 19<sup>th</sup> from 10am-12pm.

Building:

- The boiler pump was replaced.
- Responding to staff concerns, the building was inspected for mold. All areas tested came back at normal levels.
- Response to the evolving coronavirus situation was discussed including availability of wipes, handsanitizer, and gloves for Library staff. Additionally, the toys will be removed from the children's department until further notice.

Professional Development & Meetings: Director Hoffman attended the March Chamber meeting.

Community & Outreach:

- Director Hoffman attended the Kaneland Kindergarten Registration with Education Services Assistant Kathleen. Approximately 50 families stopped by the Library's table.
- Early voting to take place March 9<sup>th</sup>-12<sup>th</sup>, regular polling on March 17<sup>th</sup>.
- Work is ongoing promoting the Census on April 1<sup>st</sup>.

Collection:

- Low usage resources have been cancelled with a cost savings of ~\$7000 for the new fiscal year.

- Updates to the Library website is ongoing to improve navigation and user ease.

**X. RECORDING MINUTES**

Procedures for generating and distributing meeting minutes were discussed with the goal of streamlining the process to improve both the quality and timeline of approved minutes. Secretary Gagne proposed a protocol for minutes outlining guidelines for formatting, content, and approval procedure of Library meeting minutes. The Board Secretary will be responsible for generating and revising minutes going forward, per the proposed procedures.

**XI. LIBRARY STAFF REPORTS**

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

- Circulation – as indicated, (2) new Circulation Clerks were welcomed to the staff.
- Youth Services
- Adult Services
- Cataloging items
- History and Genealogy
- Communication
- Financials

**XII. COMMITTEE REPORTS**

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

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

At 8:12 p.m. Trustee Albano moved to **go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Treasurer Butler seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

At 8:30 p.m. Trustee Albano moved to **reconvene to the Regular meeting to take action.** Secretary Gagne seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Miller ABSTAIN: NONE**

**MOTION CARRIED**

Secretary Gagne moved to **approve the Executive Session minutes of December 9, 2019, and January 13, 2020, as amended and of February 10, 2020, as written.** Trustee Albano seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Miller ABSTAIN: NONE**

**MOTION CARRIED**

**OLD BUSINESS**

None.

**XIV. NEW BUSINESS**

None.

**XI. ADJOURN**


Trustee Casburn moved to **adjourn the meeting.** Trustee Olson 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 8:32 p.m.

  
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Kelly Gagne, Secretary

  
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David Burroughs, President