

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
MAY 11, 2020**

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.

ABSENT: None.

ALSO PRESENT: Staff Members Laura Chaplin, Tim Fitzpatrick, Karen Flamand, Suzann Gemini, Kathleen Hansen, Gina Knowlton, Hannah McCurley ,Dwayne Nelson, Rebecca Paulraj, Kathy Semrick, Megan Shumaker, Teri Stewart, and Greg Zielinski; Friends of the Library President Joan Hansen.

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 7:17 p.m.

II. ROLL CALL
President Burroughs requested the roll be called. All were present.

III. ADDITIONS TO THE AGENDA
Change the wording in Item 8 to read "READING OF ENGAGEMENT LETTER FROM SIKICH AND MAKE FINAL DECISION ON FINANCIAL SERVICES TEAM."

IV. ADOPTION OF THE AGENDA
Trustee Albano moved to **adopt the agenda as amended.** Vice-President Miller seconded the motion.

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

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Sessions of 3/9/2020 and 3/30/2020 were discussed.

Trustee Albano moved to **approve the Regular Session Minutes of 3/9/2020 as written**. Trustee Olson seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: NONE ABSTAIN: NONE
MOTION CARRIED

Trustee Albano moved to **approve the Special Session Minutes of 3/30/2020 as written**. Trustee Olson seconded the motion.

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

MOTION CARRIED

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

President Hansen confirmed the cancellation of the Annual Flower Sale, which would have been the 15th year for the fundraising event. Friends and Board members are all saddened by the cancellation and look forward to the event returning next year. President Hansen has asked Director Hoffman to notify the Friends in advance of the library re-opening for foot traffic so that the Book Nook can be prepared. Additionally, donations are to be discouraged at this time and will be quarantined upon receipt once they are being accepted again.

VIII. READING OF ENGAGEMENT LETTER FROM SIKICH AND MAKE FINAL DECISION ON FINANCIAL SERVICES TEAM

Discussion took place regarding general best practices for Financial Audit protocols. It is recommended that organizations rotate Audit Teams every 3 to 5 years. It was noted that the Library used an alternate Audit Team 2 years ago and is following general best practices. Further discussion centered around the value and benefits that the Library is receiving from the Sikich Team's Financial Accounting Services. Treasurer Butler **moved to approve the Annual Audit terms as outlined in the Engagement letter from Sikich LLP dated April 6, 2020, as well as the Monthly Accounting Services as outlined in the**

letter from Sikich LLP dated April 9, 2020. Trustee Casburn seconded the motion.

ROLL CALL VOTE:

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

MOTION CARRIED

IX. TREASURER'S REPORT

A. Expenditures were down for the month of April. It was noted that we will begin to see the first installment of Real Estate Taxes coming in May, but that the amount may be down from previous years due to the delay in the 1st installment due date to July 1, 2020. Treasurer Butler advised the Board there was \$302,502.74 cash on hand on April 30, 2020. Treasurer Butler **moved to approve the Treasurer's Report for February 2020, and to enter the trial balance ending April 30, 2020, into the public record.** Trustee Olson seconded the motion.

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

MOTION CARRIED

X. LIBRARY DIRECTOR'S REPORT

The Library Director's report was reviewed, including the following topics:
General:

- \$11,897.17 impact fee check was received this month.
- The next FY working budget was drafted for review.
- RAILS is having a Trustee oriented meeting regarding COVID-19 response on May 14, 2020, at 2:00 p.m. Vice-President Miller and Trustee Olson are already signed up to attend.

Staff & Volunteers:

- Full staff has had opportunities to participate in ongoing Zoom meetings to discuss how to engage with all departments, patrons, and the wider community.

- Full staff has also had opportunities to participate in professional development including webinars, meetings, and other online training for the duration of our building closure.

Building:

- Building will be deep cleaned as a safety precaution to help protect staff and patrons when the building re-opens.
- Various cleaning supplies have been ordered, including PPE, safety shields, and signage necessary for reopening the building and re-starting patron services.
- Continuing to adjust the re-opening plan in response to updated recommendations and information. Staff and Patron safety is the top priority and all decisions regarding reopening will be made with this in mind. As of now, approximately 3 (of 90) area libraries have restarted curb service this month.
- A special Board meeting will be scheduled before the end of the month to discuss the plan for re-opening the Library.

Community & Outreach:

- Reminded patrons about Census through newsletter and social media.
- Our library will be fine free this summer as a courtesy to patrons and a safety precaution to help eliminate cash handling.
- Remote programming has been brought on line, as possible, for various age groups and interests.

Collection:

- Continuing materials acquisition spending grant monies for this FY.

Trustee Albano exited at 8:00 p.m.

XI. LIBRARY STAFF REPORTS

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

- Circulation – usage of on-line dabases like Hoopla and Axis 360 are up significantly.

XII. COMMITTEE REPORTS

1. Personnel – None.
2. Policy – None.
3. Finance

A working budget for the Fiscal Year July 2020-June 2021 was drafted. The budget will likely be adjusted, but it represents steady progress toward achieving the Library's long-term financial goals.

4. Building and Grounds – None.

XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:11 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:

AYES: Burroughs Butler
 Casburn Gagne
 Miller Olson

NAYS: NONE

ABSENT: Albano ABSTAIN: NONE

MOTION CARRIED

At 8:22 p.m. Vice-Preside Miller moved to **reconvene to the Regular meeting to take action.** Trustee Olson seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Albano ABSTAIN: NONE

MOTION CARRIED

Treasurer **Butler** moved to **approve the Executive Session minutes of March 9, 2020, as written and March 30, 2020, as amended.** Trustee Casburn seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Albano ABSTAIN: NONE

MOTION CARRIED

OLD BUSINESS

None.

XIV. NEW BUSINESS

The next Special Meeting to discuss the plan for re-opening the Library will be held on May 26, 2020, at 7:15 p.m.

XI. ADJOURN

Secretary Gagne moved to **adjourn the meeting.** Vice-President Miller seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Albano

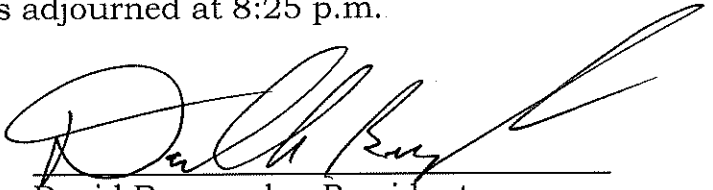
ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:25 p.m.



Kelly Gagne, Secretary



David Burroughs, President