MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
NOVEMBER 9, 2020

PRESENT: Vice-President Aimee Miller, Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustee Heidi Casburn.

PRESENT ON SITE: President David Burroughs

ABSENT: Trustees Phil Albano and Elizabeth Olson

ALSO PRESENT: Staff Members Laura Chapman, Tim Fitzpatrick, Karen Flamand, Gina Knowlton, Kelli Willis, Dwayne Nelson, Kathy Semrick, Megan Shumaker, Sarah Tyler; Friends of the Library President Joan Hansen.

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 7:23 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present except Trustees Albano and Olson.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

Secretary Gagne moved to **adopt the agenda as written.** Treasurer Butler seconded the motion.

AYES:	**ALL**	**NAYS:**	**NONE**
ABSENT:	**Albano, Olson**	**ABSTAIN:**	**NONE**

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Session of the Regular Meeting on October 12, 2020, were discussed.

Treasurer Butler moved to **approve the Regular Session Minutes of October 12, 2020, as written**. Trustee Casburn seconded the motion.

AYES:	**ALL**	**NAYS:**	**NONE**
ABSENT:	**Albano, Olson**	**ABSTAIN:**	**Miller**

MOTION CARRIED

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

The Friends of the Library reported that an anonymous donation was received this month to be allocated for the Book Lovers To Go Boxes. Additionally, the Friends reported that the Book Nook is ongoing and ready for the holiday season, continuing to raise consistent funds for the Friends.

VIII. TREASURER'S REPORT

Real Estate Taxes received in October totaled $15,879.75. The amount of taxes received this year was more than anticipated, with only an ~1% reduction over the previous year. Expenditures for October were in line with budget goals. Treasurer Butler advised the Board there was $918,215.46 cash on hand on October 31, 2020. Treasurer Butler **moved to approve the Treasurer's Report for October 2020, and to enter the trial balance ending October 31, 2020, into the public record.** Trustee Casburn seconded the motion.

AYES:	**ALL**	**NAYS:**	**NONE**
ABSENT:	**Albano, Olson**	**ABSTAIN:**	**NONE**

MOTION CARRIED

IX. PER CAPITA GRANT DISCUSSION

The per capita grant was received in the amount of $15,490.00.

X. LIBRARY STAFF REPORTS

The Library Staff reports were reviewed, including the following topics:

General:

- The Library has spent $10,500 of COVID-19 relief funds from Kane County. The full amount that was received, $11,777, will need to be spent by the end of the calendar year.
- The election went well. 1600 people voted at the Library: 1100 early voters and 500 election day voters. There were no issues with masking and Kane County election people managed the process well.

- Digital loans are up and general Circulation numbers up over this month last year.
- Curbside service is on-going and increasing.

Programming:

- Zoom programs in both youth and adult departments are going strong. Pre-recorded programs are generally better attended.
- Attendance is up for Genealogy programs with the larger capacity allowed with on-line meetings. Some patrons have requested that some Classes/Study groups continue online post COVID-19.
- New programming for Genealogy is being developed, with an emphasis on accessing and navigating National Archives Military information.

Community & Outreach:

- Outreach to the Meadows is ongoing, but for drop-off service only.

XI. COMMITTEE REPORTS

1. Personnel – None.
2. Policy – Parental Leave Policy still needs to be drafted.
3. Finance – None.
4. Building and Grounds – None.

XII. UPCOMING ELECTION DISCUSSION

The terms of Library Board Members Albano, Burroughs, Butler, and Miller are up in 2021 they will be up for re-election in the spring. Kathy Semrick has printed out election packets for these Trustees and will make them available in the Trustees mailboxes.

XIII. REVIEW ENERGY ASSESSMENT PROPOSAL DISCUSSION

Commonwealth Edison submitted a proposal for improved energy efficiency at the Library, like changes to the type of light bulbs in use. There is not much grant money available to the Library for these changes and the anticipated time for recovery of investment is 50 months. The general consensus is not to pursue this further at the current time.

XIV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

No need for Executive session this meeting.

XV. OLD BUSINESS

Tim Fitzpatrick will call the County Health Department regarding increased COVID-19 infection rates in the area. Some libraries are converting to curb-side service only at this time. If the numbers continue to increase, the Library will also consider switching to curbside service only.

The pad for the Memorial Bench for Mary Lynn Alms is being dug out and will be poured this week.

XVI. NEW BUSINESS

None.

XVII. ADJOURN

Trustee Casburn moved to **adjourn the meeting.** Secretary Gagne seconded the motion.

AYES:	**ALL**	**NAYS:**	**NONE**
ABSENT:	**Albano, Olson**	**ABSTAIN:**	**NONE**

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:07 p.m.

Kelly Gagne, Secretary

David Burroughs, President