

## Tolono Public Library

### Meeting minutes

3/7/18

Meeting called to order by the President Rebecca Morgan-Boyd @ 6:30pm

Members Present: Rebecca Morgan-Boyd, Mary Thweatt, Joshua Mikeworth, and Christine Schwenk.  
Members absent: Pat Coombs, Karol Gaines, and Greg Boise. Also present: Janet Cler.

No public was present at the meeting

February 6, 2108 minutes were amended:

- Minutes accepted should read January 2, 2018
- Treasurer report should read "With the new federal tax law there is less federal withholding from full time employees, who now receive more net income"
- Old business: Strikethrough sentences "we reviewed the accounts payable for December" and "We discussed and any questions from the audit"
- New Business: Strikethrough sentence "we discussed the meeting dates for 2018" and change "excess" to "maturing CD".

Joshua moved to accept the amended minutes for February 6, 2018, and Christine seconded the motion.

#### Roll Call Vote:

Greg Boise – Absent	Pat Coombs - Absent	Karol Gaines – Absent
Joshua Mikeworth – Yes	Christine Schwenk – Yes	Mary Thweatt – Yes
	Rebecca Morgan-Boyd - Yes	

**Motion Passes 4**

**Absent 3**

Treasurer's report: Josh motioned to accept the checks as presented, Mary seconded.

#### Roll Call Vote:

Greg Boise – Absent	Pat Coombs - Absent	Karol Gaines – Absent
Joshua Mikeworth – Yes	Christine Schwenk – Yes	Mary Thweatt – Yes
	Rebecca Morgan-Boyd - Yes	

**Motion Passes 4**

**Absent 3**

Directors Report: Janet provided a summary of library activities. Group discussed Greg Boise's absence from January, February, and March meetings may constitute his resignation from the board as per the library bylaws Section 2 (D) *Absences from three consecutive meetings or any five meetings within 12 months shall constitute resignation from the board. The trustee shall be notified in writing from the president that his/her seat is now vacant.* Rebecca will contact Greg to determine future intentions to the board.

Old Business:

Liability insurance: Janet received a quote from Keith Garrett (Country Companies) for Errors and Omissions insurance with an annual premium of \$949.00. The ALA encourages this coverage to protect board members from liability and Janet stated other libraries she's aware of do carry this type of coverage. Joshua motioned to ask insurance representative to attend April's meeting to discuss policy. Christine seconded.

**Roll Call Vote:**

Greg Boise – Absent	Pat Coombs - Absent	Karol Gaines – Absent
Joshua Mikeworth – Yes	Christine Schwenk – Yes	Mary Thweatt – Yes
	Rebecca Morgan-Boyd - Yes	

**Motion Passes 4**

**Absent 3**

Janet will reach out to Keith Garrett to request his, or another Country Companies representative attend the April meeting.

Discussed updated sexual harassment policy (titles updated in section III *Contact with Supervisory Personnel*). Christine motioned to accept the revisions as written. Mary seconded.

**Roll Call Vote:**

Greg Boise – Absent	Pat Coombs - Absent	Karol Gaines – Absent
Joshua Mikeworth – Yes	Christine Schwenk – Yes	Mary Thweatt – Yes
	Rebecca Morgan-Boyd - Yes	

**Motion Passes 4**

**Absent 3**

Discussed upcoming book sale on 4/8/18. Janet would like help in setting up, staff will take down after sale ends.

New Business

Janet is unavailable to attend the scheduled meeting on April 3, 2018. Group discussed proceeding without Janet or moving meeting to another week, so she could attend. Christine motioned to move board meeting to April 10, 2018. Joshua seconded.

**Roll Call Vote:**

Greg Boise – Absent	Pat Coombs - Absent	Karol Gaines – Absent
Joshua Mikeworth – Yes	Christine Schwenk – Yes	Mary Thweatt – Yes
	Rebecca Morgan-Boyd - Yes	

**Motion Passes 4**

**Absent 3**

Janet gave an FYI that the Village of Tolono was moving to a new electric supply company. She confirmed with the Village that the library address was included in the change. The library may see reduced utility bills based on the new fixed rate from the village's chosen supplier.

There was no need for a closed meeting.

Continuing Education: Janet shared a list of SHARE statistics showing inter-library loans and overall library membership has decreased from January 2017 to January 2018.

Meeting was adjourned @ 8:00pm.

Mary Thweatt