

Tolono Public Library
Meeting Minutes for
November 13, 2018

The meeting was called to order by the President Rebecca Morgan-Boyd @ 6:31 pm.

Present were Greg Boise, Pat Coombs, Mary Thweatt, Rebecca Morgan-Boyd and Janet Cler.
Absent were Joshua Mikeworth and Christine Schwenk.

There were no public present for comments.

No additional agenda items were added.

Mary moved to approve the minutes of the October 2 meeting. Greg seconded the motion.

Roll Call Vote:

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

Motion passes: 4 Yes and 2 Absent

The minutes of the Financial Committee were tabled until the January 8 meeting.

We reviewed the Treasurer's Report. Christine sent word that she appreciated Vicky Montgomery of Busey Bank for matching the rates from other institutions. The Board thanks Christine for her hard work in getting the rate quotes.

Pat moved to accept the Treasurer's report and to approve the checks written. Mary seconded the motion.

Roll Call Vote:

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

Motion passes: 4 Yes and 2 Absent

We reviewed the Library Director's Report.

Old Business:

Pat moved to accept the recommendation of the Finance Committee to approve the QSEHRA benefits for \$1000/employee for the 2 full time employees. Mary seconded the motion.

Roll Call Vote:

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

Motion passes: 4 Yes and 2 Absent

New Business:

Pat moved to set up a collection for a Memorial Book for the Library in the name of the deceased Board Member Karol Gaines. Mary seconded the motion.

Roll Call Vote:

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

Motion passes: 4 Yes and 2 Absent

We discussed the hiring of a new employee. Pat moved to approve the hiring of Liberty Koester as a new employee. Mary seconded the motion.

Roll Call Vote:

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

Motion passes: 4 Yes and 2 Absent

We reviewed the employee evaluation of Diane Wilcoxin. Mary moved to accept the pay increase for Diane beginning with the pay period of 11/16/2018. Pat seconded the motion.

Roll Call Vote:

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

Motion passes: 4 Yes and 2 Absent

We will table the vote on using the Human Resources Consultant until the January meeting.

We discussed the treats and gifts for the staff during the upcoming month. Pat moved that we add \$30.00/employee to one paycheck for the pay period 12/1/18-12/31/18. Mary seconded the motion.

Roll Call Vote:

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

Motion passes: 4 Yes and 2 Absent

We had reviewed Chapter 6-10 of the Trustees Fact File. Janet asked if there were any questions.

We had reviewed Chapter 8 of the Standards for Illinois Public Libraries.

Two Trustees are needed to look over the Accounts Payable for the most recent bills. Pat and Christine were designated to do this during the first week of December.

There was no closed meeting required.

Janet distributed the 2017-2018 Behind the Scenes document. This document covers the libraries essential facts and figures.

Next meeting will be January 8, 2019

Meeting was adjourned @ 8:02 pm

Pat Coombs, Secretary