

**TOLONO PUBLIC LIBRARY MEETING
BOARD OF TRUSTEES MEETING MINUTES
Tolono Public Library Meeting Room
Tuesday, August 6, 2019 – 6:30 pm**

Board members present: Christine Schwenk; Mary Thweatt; Nola Compton; Maggie Kelly
Also present: Janet Cler, Library Director

1. Call to Order

Public hearing was called to order by acting president Mary Thweatt at 6:37 pm.

2. Public Hearing for Truth-in-Taxation: Comment and Questions Regarding Tax Levy Ordinance No. 2019-0806.

Library patron Catherine Hanson called Janet Cler this week with uncertainty about the 9% tax increase. Janet explained and Ms. Hanson indicated there was no need for her to come to the meeting.

3. Adjourn

Public hearing was adjourned by acting president Mary Thweatt at 6:42 pm.

4. Call to Order

Meeting was called to order by acting president Mary Thweatt at 6:42 pm. Acting president Mary Thweatt appointed Maggie Kelly as acting secretary.

5. Public Comment

There was no public comment.

6. Other Agenda Items

No other agenda items were added.

7. Approve Minutes of the July 2, 2019 Regular Board Meeting

Christine Schwenk moved approve the minutes as written. Nola Compton seconded motion.

Roll call vote: Christine Schwenk – Yes; Nola Compton – Yes; Maggie Kelly – Yes; Mary Thweatt – Yes.

Motion passed – 4 Yes.

8. Treasurer's Report

a. Review statements and reports

Statements and reports reviewed. We have received only 2 or 3 of the payments thus far. Christine Schwenk questioned the voided and re-issued check for a recent program. Janet Cler indicated that the check originally written was made out to the wrong person.

b. Action Item: Approval of checks written

Christine Schwenk moved to approve the checks as written. Nola Compton seconded motion.

Roll call vote: Christine Schwenk – Yes; Nola Compton – Yes; Maggie Kelly – Yes; Mary Thweatt – Yes.

Motion passed – 4 Yes.

9. Library Director's Report

Janet Cler has printed photos from the 50th anniversary party and has a box of items from the party to put aside for the 75th anniversary party. The party was attended by many former board members. A new “Behind the Scenes” was circulated: e-resources and web traffic were up.

10. Committee Reports

a. Building committee

No update.

b. Finance subcommittee

No update.

11. Old Business

a. 50th Anniversary Celebration

No update.

b. Update on annual review of board minutes

Maggie Kelly and Janet Cler will make contact with Greg Boise to finalize and complete this month.

12. New Business

a. Action Item: Discuss annual audit

Discussion: Treasurer Mary Thweatt noted that the library is not legally obligated to perform a full annual audit every year and Kemper has offered to do an ‘agreed upon procedures’ where they would do a segment of the audit each year on a rotating basis. Previously, we have done a full annual audit. The full audit for the year would cost

\$5,750.00, whereas the agreed upon procedures would be a base of \$500.00 and then \$1,000.00 per additional expenditure (ex: cash, expenditures, investments, etc). Christine Schwenk moved to hire Kemper to perform an agreed upon procedures report in lieu of a full audit, as long as the expense does not exceed \$3,500.00 and it must include a review of the 'cash' and 'expenditure' funds of the library. Maggie Kelly seconded.

Roll call vote: Christine Schwenk – Yes; Nola Compton – Yes; Maggie Kelly – Yes; Mary Thweatt – Yes.

Motion passed – 4 Yes.

b. Action Item: Investment of funds

Maggie Kelly moved to table the discussion until the September meeting. Christine Schwenk seconded.

Roll call vote: Christine Schwenk – Yes; Nola Compton – Yes; Maggie Kelly – Yes; Mary Thweatt – Yes.

Motion passed – 4 Yes.

c. Action Item: Adoption of Tax Levy Ordinance 2019-0806

Christine Schwenk moved to adopt Tax Levy Ordinance 2019-0806. Nola Compton seconded.

Roll call vote: Christine Schwenk – Yes; Nola Compton – Yes; Maggie Kelly – Yes; Mary Thweatt – Yes.

Motion passed – 4 Yes.

d. Action Item: Copy Machine Options

Discussion: Janet Cler presented four options to the board:

- i. Purchase the recent refurbished current printer for \$744.00 with the current service provider at \$15.00/month and copies for 0.01 (B&W) and 0.07 (color)
- ii. Lease a new Xerox printer with the current service provider for \$92.34/month for 60 months and copies for 0.0089 (B&W) and 0.07 (color). Fax is an additional \$10.92/month.
- iii. Purchase a new Kyocera copier through Watts Copy Systems for \$80.13/month for 60 months and copies for 0.0085 (B&W) and 0.058 (color). Fax is an additional \$10.77/month. There is a \$1 buyout of the machine at the end of the lease.
- iv. Purchase a new copier through GFI Digital for \$61.23/month for 60 months and copies for 0.0128 (B&W) and 0.0938 (color).

It was discussed that options 2 and 4 were cost prohibitive based on the sum of the monthly lease and the number of copies made monthly (approximate 2,000 in B&W and 1,500 in color). There was concern over the longevity of the refurbished machine.

Christine Schwenk moved to contact with Watts Copy Systems for a new copy machine. Nola Compton seconded.

Roll call vote: Christine Schwenk – Yes; Nola Compton – Yes; Maggie Kelly – Yes; Mary Thweatt – Yes.

Motion passed – 4 Yes.

13. Board of Trustees Executive Closed Meeting (if required)

No closed meeting was required.

14. Reconvene Open Meeting (if required)

No closed meeting was required.

15. Trustee Continuing Education

Janet Cler will provide a list of break-out sessions that she and staff will be attending during the upcoming conference at the next board meeting.

16. Next Meeting: September 3, 2019

17. Adjournment

Nola Compton moved to adjourn the meeting. Maggie Kelly seconded.

Roll call vote: Christine Schwenk – Yes; Nola Compton – Yes; Maggie Kelly – Yes; Mary Thweatt – Yes.

Motion passed – 4 Yes.

Meeting adjourned at 8:02 pm.