

**TOLONO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES**  
Tolono Public Library Meeting Room  
November 5, 2019 - 6:30 p.m.

**Board Members Present:** Greg Boise; Meghan Peach; Christine Schwenk; Mary Thweatt; Nola Compton; Maggie Kelly; Rebecca Morgan-Boyd

**Other Individuals Present:** Janet Cler and Karen Bojda

**1. Call to Order**

President Rebecca Morgan-Boyd called the meeting to order at 6:31p.m.

**2. Public Comment**

There was no public comment.

**3. Other Agenda Items**

No agenda items were added. .

**4. Approve Minutes of the October 8, 2019 Regular Board Meeting**

Christine moved to approve the minutes as distributed. Mary seconded the motion.

**Roll Call Vote:** Greg Boise - Yes; Meghan Peach - Yes; Christine Schwenk - Yes; Mary Thweatt -Yes; Nola Compton - Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd - Yes  
Motion Passed- 7 yes

**5. Treasurer's Report**

**a) Audit Review - Karen Bojda discussed the agreed upon services**

**Reported:** There was not a full audit completed this year but an agreed upon services. Karen went through the entire report and answered any questions board members had about the services.

**b) Review statements and reports**

**Reported:** Direct deposit has started. Paydays will be adjusted during the week of Christmas. The Per Capita Grant was received.

**c) Action Item: Approval of checks written**

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

**Roll Call Vote:** Greg Boise - Yes; Meghan Peach - Yes; Christine Schwenk - Yes; Mary Thweatt -Yes; Nola Compton - Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd - Yes

Motion Passed- 7 yes

**6. Library Director's Report**

Please see hand out.

**7. Committee Reports**

**a) Building Committee- Greg Boise, chair**

**Reported:** Landscape work has started, but the weather has delayed them. Greg discussed the proposed vendor budget.

**Action Item:** Yearly Maintenance Contract

Mary moved to agree to a one year maintenance contract with the current landscaping company. After one year, the board will discuss the previous year of service. Nola seconded the motion.

**Roll Call Vote:** Greg Boise - Yes; Meghan Peach - Yes; Christine Schwenk - Yes; Mary Thweatt -Yes; Nola Compton - Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd

- Yes  
Motion Passed- 7 yes

**b) Finance/Personnel Committee- Mary Thweatt, chair**

**Reported:** The finance committee is discussing how to adjust salaries with the changes to minimum wages in the upcoming years. There is time to discuss options. Employee job descriptions will be evaluated. As employees leave the library, employee work hours will need to be adjusted. Employee reviews have been completed

**8. Old Business**

**a) Action Item: Accept FY2019 Agreed-upon Procedures and Compilation Report**

Christine moved to accept the FY19 Agreed-upon Procedures and Compilation Report. Mary seconded the motion.

**Roll Call Vote:** Greg Boise - Yes; Meghan Peach - Yes; Christine Schwenk - Yes; Mary Thweatt -Yes; Nola Compton - Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd - Yes

Motion Passed- 7 yes

**b) Action Item: Approve FY19 Annual Financial Report**

Meghan moved to approve the FY19 Annual Financial Report. Mary seconded the motion.

**Roll Call Vote:** Greg Boise - Yes; Meghan Peach - Yes; Christine Schwenk - Yes; Mary Thweatt -Yes; Nola Compton - Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd - Yes

Motion Passed- 7 yes

**c) Discuss per capita grant**

**Reported:** Janet thanked the board members for completing their portions of education for the per capita grant. She will complete and submit the grant application.

**d) Update: Savoy outreach opportunities**

**Reported:** Janet reported in the Librarian's Report

**9. New Business**

**a) Action Item: FY20 Board of Trustees Meeting Dates**

Mary moved to approve the FY20 Board of Trustees meeting dates. Greg seconded the motion.

**Roll Call Vote:** Greg Boise - Yes; Meghan Peach - Yes; Christine Schwenk - Yes; Mary Thweatt -Yes; Nola Compton - Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd - Yes

Motion Passed- 7 yes

**b) Action Item: FY20 Library Holiday Schedule**

Greg moved to approve the FY20 library holiday schedule. Mary seconded the motion.

**Roll Call Vote:** Greg Boise - Yes; Meghan Peach - Yes; Christine Schwenk - Yes; Mary Thweatt -Yes; Nola Compton - Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd - Yes

Motion Passed- 7 yes

**c) Holiday Treat Schedule**

Trustees signed up to bring in treats during the month of December for the library

staff.

**d) Appoint two trustees to approve accounts payable for December**

Mary and Meghan agreed to approve the accounts payable during their December Finance meeting.

**e) Action Item: Pendulum lighting proposal**

**Discussed:** The library was quoted approximately \$1600 to update the rest of the lights to LED. Janet will check on the difficulty of changing the lightbulbs. The action item will be tabled until January.

**f) Biannual Review of Closed Sessions**

**Reported:** Rebecca reviewed the closed session meeting minutes. She recommended that the minutes not be opened.

**10. Board of Trustees Executive Closed Meeting according to 5ILCS 120/2(c)(I) and (3)**

No closed meeting needed.

**11. Adjournment - Next meeting: January 7, 2020**

Mary moved to adjourn the meeting. Greg seconded the motion.

**Roll Call Vote:** Greg Boise - Yes; Meghan Peach - Yes; Christine Schwenk - Yes; Mary Thweatt -Yes; Nola Compton - Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd - Yes  
Motion Passed- 7 yes

