

TOLONO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
Tolono Public Library Meeting Room  
February 4, 2020 - 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, Library Director

**1. Call to Order**

President Rebecca Morgan-Boyd called the meeting to order at 6:33pm.

**2. Public Comment**

There was no public comment.

**3. Other Agenda Items**

No other agenda items were added.

**4. Approve Minutes of the January 7, 2020 Regular Board Meeting**

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

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

**5. Approve Minutes of the January 7, 2020 Executive Session closed Meeting**

Maggie moved to approve the closed meeting minutes as amended. Greg seconded the motion.

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

**6. Treasurer's Report**

**a) Review statements and reports**

**Reported:** Rates for CDs are still low. Mary will reinvest the money from the CD that expired at Busey.

**b) Action Item:** Approval of checks written for January

Maggie moved to approve the checks written for January. Christine seconded the motion.

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

**7. Library Director's Report**

Janet briefly discussed her director's report and highlighted the items below:

- Patron survey was completed
- Program survey available now
- Attended the Tolono Fun Day meeting
- Savoy Rec relationship will focus on several event throughout the year.

## 8. Committee Reports

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

**Reported:** There was a three week period that the library accepted bids for janitorial services. Happy Green Services out of Champaign was awarded the contract.

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

**Reported:** Minimum wage increases and plans of actions were discussed. More information will be available at the March board meeting.

## 9. New Business

### a) Action item: Approval of updated job description

Maggie moved to approve the updated job description with the addition of revision dates included in the footer. Christine seconded the motion.

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

### b) Action Item: Approval of New Janitorial Contract

Mary moved to accept the contract as presented by the Building Committee for janitorial services. Maggie seconded the motion.

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

### c) Action Item: Approval of New Hires

Meghan moved to approve Stephanie Seiler as a clerk. Christine seconded the motion.

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

## 10. Board of Trustees Executive Closed Meeting according to SILCS 120/2(c)(1) and (3)

No closed meeting needed

## 11. Trustee Continuing Education

Due to inclement weather, there was no continuing education.

## 12. Adjournment – Next meeting: March 3, 2020

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

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