

TOLONO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
Tolono Public Library Meeting Room
June 2, 2020– 6:30 p.m.
Virtual Meeting

Tolono Public Library District was able to conduct an electronic meeting due to Governor Pritzler's Executive Orders #2020-07 (March 16, 2020) suspending the provision in the Open Meetings Act that requires members of a public body to be physically present.

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

Others Present: Janet Cler, Library Director

1. Call to Order

President Rebecca Morgan-Boyd called the virtual meeting to order at 6:32pm. Instructions to join the virtual meeting were posted on the agenda if the public wanted to attend.

2. Public Comment

There was no public comment.

3. Other Agenda Items

No other agenda items were added.

4. Approve Minutes of the May 5, 2020 Regular Board Meeting

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

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

Motion Passed – 6 yes

5. Treasurer's Report

a) Review statements and reports

CD that expired is still in our savings.

b) Action Item: Approval of checks for May

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

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

Motion Passed – 7 yes

6. Committee Reports

a) Building Committee- Greg Boise, chair

Reported:

- Landscaping will continue when Covid-19 restrictions are lifted.
- The building committee reported on the different options and costs for updating the air filters in the library and/or installing in duct UV lights.

b) Finance/Personnel Committee- Mary Thweatt, chair

Reported: CARES Act has many FAQs for different situations related to Covid-19. The library would refer to the CARES Act if there would be any questions related to Covid-19 with our staff. Janet was ahead of many things that came up with the Covid-19 pandemic.

If anyone has any feedback on the new policy, please email Mary.

c) Finance/Budget Committee- Rebecca Morgan-Boyd,

Update on Annual Budget and Appropriations (Levy) FY 2021-2022

Reported: Committee reviewed the Annual Budget and Appropriations. We are waiting on a recommendation from our attorney as to whether we should do a black border ad this year.

7. Library Director's Report

Reported:

- Facebook Live for the summer reading program will happen this Saturday.
- People are happy about curbside.
- Staff has suggested new protocols.
- Tolono Library will be a food distribution area for families in Champaign County for curbside pickup, 10-12. Library Curbside is in the afternoon so there won't be any problems.
- Director's University – typically a week long experience: Janet will be a mentor for a group of seven new directors. She will do this with another Library Director.
- Tolono Fun Day has been delayed until Oct. as of now.

8. Old Business

a) Action Item: Plan for Implementing Minimum Wage Increase

Christine moved to increase the clerks rate of pay to meet minimum requirements as of July 2020.

Also, she moved to delay decision on a long term plan until October. July increases will be effective at the payroll beginning June 19. Nola seconded the motion.

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

Motion Passed – 7 yes

9. New Business

a) Action Item: Approve Working Budget 2020-2021

Mary moved to approve the FY21 working budget. Greg seconded the motion.

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

Motion Passed – 7 yes

b) Action Item: Approve Non-Resident Fee

Mary moved to approve the non-resident fee at the current rate of \$75. Christine seconded the motion.

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

Motion Passed – 7 yes

c) Action Item: End the Emergency Plan for Paying Employees for a Typical Work Week while Sheltering at Home

Maggie moved to end the Emergency Plan for paying employees for a typical work week while sheltering at home as of June 4. Beginning June 5, employees will be paid for hours work. Meghan seconded the motion.

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

Motion Passed – 7 yes

d) Action Item: Pay Library Director remaining vacation pay of 46 hours for Fiscal year 2019-2020 that was not taken due to Covid-19 Emergency.

Maggie moved to pay the library direct the remaining 46 hours of vacation that were not used due to the Covid-19 on June 30. Christine seconded the motion.

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

Motion Passed – 7 yes

e) Action Item: Installation of In Duct UV lighting

Mary moved the quote and services provided by E.L. Pruitt Co. for preventive maintenance for the Tolono Public Library Facility that was recommend by the building committee. Nola seconded the motion.

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

Motion Passed – 7 yes

10. Board of Trustees Executive Closed Meeting according to 5ILCS 120/2(c)(1) and (3)

No closed meeting.

11. Adjournment - Next Meeting: July 7, 2020

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

Meeting adjourned at 8:00 pm.