

**TOLONO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**

Tolono Public Library Meeting Room

July 7, 2020 – 6:30 p.m.

Board Members Present Physically at Library: Greg Boise; Christine Schwenk; Mary Thweatt; Rebecca Morgan-Boyd

Board Member Present Virtually: Maggie Kelly

Board Members Absent: Nola Compton; Meghan Peach

Other Present Physically at Library: Janet Cler, Library Director

1. Call to Order

President Rebecca Morgan-Boyd called the meeting to order at 6:33 p.m. A quorum of Board Members was present physically at the library and one additional Board Member was present virtually. Christine was appointed acting Secretary for this meeting.

2. Public Hearing “Annual Budget and Appropriation Ordinance”

There was no public present.

3. Public Comment

There was no public present.

4. Other Agenda Items

There were no other agenda items added.

5. Approve Minutes of the June 2, 2020 Regular Board Meeting

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

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

Motion Passed: 5 Yes / 2 Absent

6. Treasurer’s Report

a) **Statements and reports were reviewed.**

b) Action Item: Approval of checks for June

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

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

Motion Passed: 5 Yes / 2 Absent

7. Committee Reports

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

Reported:

- E.L. Pruitt installed the nano duct product.
- A sink was fixed in the mechanical room.
- There was a discussion about the lack of progress on contracted landscaping service. A formal letter will be written by the Board President to the landscaper stating the landscaping needs to be completed in full by August 15 or the library needs to receive a refund.

b) **Finance/Personnel Committee-** Mary Thweatt, chair
The Finance/Personnel Committee met once. They discussed the Remote Work Policy and the Employee Health Screening.

c) **Finance/Budget Committee-** Rebecca Morgan-Boyd
The Finance/Budget Committee did not meet. On advice from the Library's attorney a black border ad will not be done.

8. Library Director's Report

In addition to her written report Janet reported:

- The Interlibrary Loan delivery started that week.
- The Employee Health Questionnaire was discussed.
- The Savoy neighborhood parade went very well.

9. Old Business

a) Action Item: Remote Work Policy

Christine moved to approve the Remote Work Policy. Greg seconded the motion.

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

Motion Passed: 5 Yes / 2 Absent

10. New Business

a) Action Item: Adopt Phase 5 for reopening Tolono Public Library

Mary moved to adopt the Phase 5 plan for reopening. Christine seconded the motion.

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

Motion Passed: 5 Yes / 2 Absent

b) Action Item: Adopt proposed Annual Budget and Appropriations Ordinance (Levy) 20-0707

Christine moved to adopt the proposed Annual Budget and Appropriations Ordinance (Levy) 20-0707. Mary seconded the motion.

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

Motion Passed: 5 Yes / 2 Absent

c) Action Item: Adopt Building Maintenance Ordinance 20-07071

Mary moved to adopt the Building Maintenance Ordinance 20-07071. Greg seconded the motion.

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

Motion Passed: 5 Yes / 2 Absent

d) Committee Appointments

All Board Members present agreed to continue on their respective committees.

e) Trustee Orientation Packet

This was tabled for further discussion. As a newer Board Member, Maggie expressed interest in volunteering for this project.

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

No closed meeting was needed.

12. Trustee Continuing Education

It was decided per Janet's suggestion that instead of appointing a Policy Committee every two years to review Board Policy the Board would review different policies throughout the year at their monthly meetings.

13. Adjournment - Next Meeting: August 4, 2020

Mary moved the meeting be adjourned. Greg seconded the motion.