

TOLONO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
Tolono Public Library Meeting Room
August 4, 2020– 6:30 p.m.

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.

The August Board of Trustees meeting for the Tolono Public Library District was held at the library. For those who were not able to attend in person and to accommodate social distancing, attendees were able to join via Zoom.

Board members present at the library: Christine Schwenk; Meghan Peach; Mary Thweatt; Nola Compton; Rebecca Morgan-Boyd

Board members joining via Zoom: Maggie Kelly

Board members absent: Greg Boise

Others Present: Janet Cler, Library Director

1. Call to Order

President Rebecca Morgan-Boyd called the virtual meeting to order at 6:30pm. 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:

- Impact on the library with students using internet
- Election Day

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

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

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

Motion Passed – 4 yes

5. Treasurer's Report

a) Review statements and reports

b) Action Item: Approval of checks for July

Christine moved to approve the checks as written for July. Meghan seconded the motion.

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

Motion Passed – 6 yes

6. Committee Reports

a) Building Committee- Maggie Kelly

Reported: A letter was mailed to the landscaper that the Tolono Public Library District board expects the landscaping project to be completed by August 15.

Action: Rebecca will draft and send a letter requesting a refund for services not provided by August 15.

b) Personnel and Policy Committee- Mary Thweatt, chair

Reported: Committee did not meet in July.

c) Finance/Budget Committee- Rebecca Morgan-Boyd

Reported: Committee did not meet in July.

7. Library Director's Report

Discussed:

- Three new staff members have been hired and all are doing well.
- Recording about taxes and levies and how they work would be important for trustees to watch.
- Reopening procedures have been going well.

8. Old Business

a) Appoint 2 people to review minutes

Christine and Rebecca agreed to review the minutes from the past year.

9. New Business

a) Action Item: Adopt Tax Levy Ordinance No. 2020-0804

Christine moved to adopt the Tax Levy Ordinance No. 2020-0804. Mary seconded the motion.

Roll Call Vote: Meghan Peach-Yes; Mary Thweatt -Yes; Nola Compton - Yes;

Christine – yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd- Yes

Motion Passed – 6 yes

b) Action Item: Approve Agreed-upon Procedures for the 2020 Audit

Christine moved to approve the agreed-upon procedures for the 2020 audit. Nola seconded the motion.

Roll Call Vote: Meghan Peach-Yes; Mary Thweatt -Yes; Nola Compton - Yes;

Christine – yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd- Yes

Motion Passed – 6 yes

c) Shortened day for Unit 7 might increase traffic

Reported: Mediacom services have not been stable. A policy might need to added for those under 15 who enter the library. If a policy needs to be added, Janet will contact the library board to let them know.

d) State Election Day

Library will remain open.

10. Trustee Continuing Education

Reported: Maggie began the draft of the trustee orientation.

Action: Board members should review the orientation and send comments or questions to Maggie.

11. Adjournment – Next Meeting: September 8, 2020

Meeting adjourned at 8:00 pm.