

TOLONO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
Tolono Public Library Meeting Room  
October 6, 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 October 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; Mary Thweatt; Rebecca Morgan-Boyd, Greg Boise

**Board members joining via Zoom:** Maggie Kelly, Meghan Peach, Nola Compton

**Others Present:** Janet Cler, Library Director

**1. Call to Order**

President Rebecca Morgan-Boyd called the virtual meeting to order at 6:33pm. 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 September 8, 2020 Regular Board Meeting**

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

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

**Motion Passed** – 7 yes

**5. Treasurer's Report**

**a) Review statements and reports**

**Discussed:** Book budget is at 50% already, Janet has talked with Breana about adjusting her future purchases to make sure she does not exceed the budget.

**b) Action Item: Approval of checks for August**

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; Greg Boise – Yes; Rebecca Morgan-Boyd- Yes

**Motion Passed** – 7 yes

**c) Discussion of investments**

**Discussed:** Trustees discussed many options for investing our additional funds that are in saving given that interest rates on CDs are so low. Mary will investigate library law to see what our limitations are for investing the funds. Also, it was suggested that we invite someone to a future board meeting to discuss options.

**6. Committee Reports**

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

Most of the landscaping project is done. There are a few things that still need to be done but progress is still being made. Darren has been employed for one year for lawn services and snow removal. Trustees agree that a letter will be emailed to Darren to discontinue agreement with him for both lawn care and snow removal.

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

**Discussed:** Mary explained that the proposed bylaws came from area bylaws and state examples. Trustees should send Janet all feedback or suggested edits by October 20.

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

**Discussed:** minimum wage increases discussions will be delayed until the November meeting.

**7. Library Director's Report**

**Discussed:**

- Library fines are no longer being waived.
- Janet met with Aaron Ammons to discuss traffic flow for this year's election.
- Attorney Phil Lenzini said library that are polling places should be open; otherwise, libraries should be closed on election day.
- The 2020 holiday events have been discussed, there will be no large events including Santa. Instead, treat bags and take-home craft bags will be available for several days.

**8. Old Business**

**a) Action Item:** Approval of Revised Mission Statement & Goals

Mary moved to approve the revised mission statement and goals. Greg seconded the motion.

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

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

**Motion Passed** – 7 yes

**9. New Business**

**a) Action Item:** Approval for Lawn Care/Snow Removal

Mary moved to approve using Happy Green for lawn care and snow removal services for the upcoming year. Nola seconded the motion.

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

Christine – yes; Maggie Kelly - Yes; Greg Boise – 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) Motion to enter**

Mary made the motion for the meeting go into executive session pursuant to 5 ILCS 120/2(c)(1) for the purpose of a performance review for the library director, and pursuant to 5 ILCS 120/2(c)(3) for the purpose of discussing compensation recommendations. Maggie seconded the motion.

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

**Motion Passed** – 7 yes

Meeting entered executive session at 7:30 p.m.

Meeting left executive session at 8:22 p.m.

Board President Rebeca Morgan-Boyd has the minutes from the closed session that will be reviewed at a future board meeting.

**11. Trustee Continuing Education**

**A. Per Capita Requirements-**

Trustees discussed chapters 5, 6, 7 in Serving Our Public 4.0:Standards for Illinois Public Libraries. Trustees will review chapters 8, 9, 10 in Serving Our Public 4.0: Standards for Illinois Public Libraries at the November meeting.

**B. Policy Review: Bylaws & Electronic Meeting Policy**

Trustees should send any comments or suggested edits for the bylaws and electronic meeting policy to Janet by October 20, 2020.

**12. Adjournment – Next Meeting: November 13, 2020**

Meeting adjourned at 8:40 pm.