

Tolono Public Library Meeting Room
September 8, 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 September 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, Greg Boise

Board members joining via Zoom: Maggie Kelly

Others Present: Janet Cler, Library Director; Karen Bojda, auditor

1. **Call to Order**

President Rebecca Morgan-Boyd called the virtual meeting to order at 6:30 pm. 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 August 4, 2020 Regular Board Meeting**

Christine moved to approve the minutes as corrected. Mary seconded the motion.

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

Motion Passed – 6 yes

5. **Approve Minutes of the March 16, 2020 Emergency Board Meeting**

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

Roll Call Vote: Mary Thweatt -Yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd- Yes; Greg Boise- Yes

Motion Passed – 4 yes

6. **Treasurer's Report**

a) **Audit Review**

Reported: Karen joined the meeting to discuss the agreed-upon-procedures audit. She discussed our need for collateral or insurance given that all of our accounts are at Busey Bank. We had monies that were not collateralized or FDIC insured.

a. **Action Item: Accept the AFR report**

Nola moved to accept the AFR report. Meghan seconded the motion.

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

Motion Passed – 7 yes

b. **Action Item: Collateral for Government Deposits**

Christine moved to approve moving forward with the collateral insurance for government deposits. Nola seconded the motion.

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

Motion Passed – 7 yes

b) **Review statements and reports**

Discussed: The statement and reported were reviewed and discussed.

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

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

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

Christine – yes; Maggie Kelly - Yes; Rebecca Morgan-Boyd- Yes
Motion Passed – 7 yes

7. Committee Reports

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

Reported: Landscape update was given, progress has been made but there is additional work to be done.

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

Reported: Mary reported the updates that had been made to the mission statement/goals. She asked board members to review them before the next meeting so a vote could be taken. The bylaws will be the next policy that will be reviewed.

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

No update was given.

8. Library Director's Report

Reported: Janet reviewed the items on her report that was distributed. Internet issues have been fixed. Staff continues to do their best to engage with patrons during the pandemic.

9. Old Business

a) **Action Item: Revised Mission Statement/Goals**

Mission statement and goals will be added to the Oct. meeting for a vote.

b) **Update on minutes review for IPLAR**

Reported: Christine and Rebecca completed their review of the minutes for IPLAR.

10. New Business

a) **Action Item: QSEHRA Allocation**

Mary motioned to keep the yearly allocation amount at \$1,000. Christine seconded the motion. Mary will send the letters required by law to the employees receiving the allocation.

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

Motion Passed – 7 yes

b) **Open Trustee Seats and Elections**

Reported: The first date to start circulating petitions is September 22, 2020. Petitions must be signed by at least 50 registered voters who live in the library district. Petitions must be submitted to the library director the week of December 14, 2020.

c) **Board of Review: Property Tax Appeal**

Savoy Station: The following is a current parcel with property tax appeals within our jurisdiction requesting the Board of Review to change the assessed valuation in excess of \$100,000. Savoy Station

11. Trustee Continuing Education:

a) **Per Capita Requirements- Review Ch. 1, 2, 3, 4 in *Serving Our Public 4.0: Standards for Illinois Public Libraries***

Reported: All trustees reviewed the above chapters in *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

b) **Policy Review Assignment: Bylaws**

Action: Board members are to review the current bylaws, and send any feedback or revisions to Janet by September 21.

12. Adjournment - Next Meeting: October 6, 2020

Meeting adjourned at 8:00 pm.