

Tolono Public Library District
Board of Trustees Meeting Minutes
Tolono Public Library Meeting Room
November 10, 2020– 6:30 pm.

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

Board members present at the library: Christine Schwenk; Mary Thweatt; Rebecca Morgan-Boyd, Greg Boise, Meghan Peach

Board members joining via Zoom: Maggie Kelly, Nola Compton

Others Present: Janet Cler, Library Director

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 October 6, 2020 Regular Board Meeting

Mary moved to approve the minutes as corrected. Christine 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. Approve Minutes of the October 6, 2020 Closed Board Meeting

Minutes will be reviewed during the next closed board meeting.

6. Treasurer's Report

a) Review statements and reports

Reported: Another tax installment was received.

b) Action Item: Approval of checks for October

Christine moved to approve the checks as written for October. 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 and options of payroll

Discussed: Mary and Janet investigated someone doing taxes for us so the treasurer would not have to be responsible. It would be approximately \$110-\$120 per month to do everything, including taxes and payroll.

It would be approximately \$40 per month for them to do just tax reports. It was discussed if using Kemper CPA would be a conflict of interest. Mary will discuss with Mary Kemper CPA. It will be added as an action item in January.

Mary talked to Christine Gaines from Busey Bank. She said that we are allowed to invest in mutual funds, but conservative risk won't gain much. Mary will ask someone to join the board meeting in January to discuss our options. Janet will ask Monticello and Mahomet what they do with their investments. Investments will be an action item in January.

7. Committee Reports

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

Reported: Landscaping is complete. Janet met with Happy Green about landscaping needs as of 11/1/2020. They completed the fall clean up of the landscaping around the library.

Discussed: Fixing the landscaping around the sign in the spring should be a priority.

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

Reported: The salary scales were reviewed, and they will have to be reviewed on a regular basis moving forward. Bylaws have been updated with the comments that were provided. Electronic Meeting Policy was also updated. The trustee orientation packet was handed out, please review and send any comments and/or questions to Janet by November 20. The orientation packet will be an action item at the January board meeting.

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

Reported: The finance committee discussed the different scenarios that the personnel committee provided. The committee recommends increases as of January 1. Clerks will increase to 1 dollar as required by the state of Illinois. Employees will receive a \$50 per person holiday bonus.

8. Library Director's Report

Reported: Janet discussed the report. Member day went well. Janet attended the board session this afternoon.

9. Old Business

a) **Action Item: Approval of Compensation as recommended by the Finance/Budget Committee**

Greg moved to approve the compensation increases as recommended by the finance/budget committee. 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

b) **Action Item: Approve Bylaws & Amendments and Electronic Meeting Policy**

Christine moved to approve the amendments to the bylaws and to adopt the electronic meeting policy. 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

10. New Business

a) **Action Item: Approve Holiday bonus for library employees**

Christine moved to approve the Holiday bonuses. 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

b) **Action Item: Approval of TPL Salary Scale**

Mary moved to approve the TPL salary scales as presented. Christine 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) **Action Item: 2021 Board of Trustees Meeting Dates**

Mary moved to approve the 2021 Board of Trustees meeting dates. 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

d) **Action Item: 2021 Library Holiday Closing Schedule**

Mary moved to approve the 2021 library holiday closing schedule. Christine 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

e) **Appoint two trustees to approve accounts payable for November**

Meghan and Christine agreed to approve accounts payable for November.

11. Trustee Continuing Education

A. Per Capita Requirements-

Discuss Ch 8, 9, 10 in Serving Our Public 4.0: Standards for Illinois Public Libraries Our Public

January-Meeting- Review Ch 11,12,13

12. Adjournment – Next Meeting: Next Meeting: January 5, 2021

Meeting adjourned at 7:54 pm