

**Tolono Public Library District**  
**Board of Trustees Meeting Minutes**  
Tolono Public Library Meeting Room  
February 2, 2021– 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.

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

**Board members joining via Zoom:** Maggie Kelly

**Board members absent:** Greg Boise; Nola Compton

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

**1. Call to Order**

President Rebecca Morgan-Boyd called the virtual meeting to order at 6:41pm. Instructions to join the virtual meeting were posted on the agenda if the public wanted to attend.

**2. Attendance/Roll Call**

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

**3. President's Report**

No report given.

**4. Secretary's Report**

a) **Approve Minutes of the January 5, 2021 Regular Board Meeting**

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

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

**Motion Passed** – 5 yes

**5. Correspondence, Communications, Public Comments**

Janet has asked Champaign County about getting the Covid-19 vaccine for staff. As of the board, she had not received a response.

**6. Financial/Treasurer's Report**

a) **Review statements and reports**

**Reported:** There have been some minor issues with the transition to Kemper doing the payroll. This is something that Mary and Janet are working through with Kemper.

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

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

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

**Motion Passed** – 5 yes

**7. Committee Reports**

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

There was not a committee meeting. Tax money cannot be invested without FDIC insurance. **Action:** Janet and Mary will revisit the origins of the money. The money is leftover from the donations of two individuals shortly before the new building was built.

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

**Reported:** Extending the FCCRA was discussed because it ended as of January 1. There were tax benefits extended for employers that continued the benefits for their employees. The personnel committee recommends that employees continue to be covered up to 80 hours for two weeks through June 30 if the need arises due to Covid-19 for those who have not utilized the benefit. Also, the Electronic Meetings Policy was updated with the required language.

**Action:** Feedback on the personnel policy should be sent to Janet by Feb. 16.

c) **Building and Grounds Committee- Maggie Kelly**

**Reported:** Snow removal is going better.

**8. Library Director's Report**

Janet briefly discussed her monthly report.

**9. Unfinished Business**

a) **Action Item: Investment Plan to Include Equities for private funds**

This action item was postponed until the finance committee can meet to discuss next steps.

b) **Action Item: Extend FFCRA**

Christine moved to extend the FFCRA benefits through June 30. Meghan seconded the motion.

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

**Motion Passed** – 5 yes

**10. New Business**

a) **Action Item: Revisions to electronic meeting**

Christine moved to approve the revisions to the election meeting policy. Mary seconded the motion.

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

**Motion Passed** – 5 yes

b) **Action Item: Window Cleaning Proposal**

**Discussed:** The estimate to clean all windows outside once per year was \$425. The estimate to clean all the windows inside twice per year is \$1000. The board agreed that the price to clean the inside windows was high.

Mary moved to have the inside and outside windows washed once per year. Meghan seconded the motion.

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

**Motion Passed** – 5 yes

c) **Action Item: Recycling Contract**

**Discussed:** There is a local unity high school student who will collect recycling for \$11 per month. The recycling will be picked up once per month.

Maggie moved to work with the high school student for recycling pick up. Mary seconded the motion.

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

**Motion Passed** – 5 yes

d) **Replacing Carpet**

**Discussed:** The carpet in the library has not been replaced since the library was built. Carpet

squares were discussed so that parts of the carpet could be replaced as needed in the future without needed to replace the entire carpet.

**Action:** Janet will start the process on researching how to move this project forward.

**11. Other**

Trustee Continuing Education was postponed until next month since the meeting ran late.

**12. Adjournment– Next Meeting: March 2, 2021**

Meeting adjourned at 8:20 pm.