

Tolono Public Library District
Board of Trustees Meeting Minutes
Tolono Public Library Meeting Room
January 5, 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

Board members joining via Zoom: Maggie Kelly, Nola Compton; Rebecca Morgan-Boyd; Mary Thweatt

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. Attendance/Roll Call

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

Roll Call Total – 7 present

3. President's Report

Reported:The Tolono Public Library District will begin using Kemper for our payroll. Also, Kemper will be handling our end of the year payroll and taxes.

4. Secretary's Report

a) Approve Minutes of the November 10, 2020 Regular Board Meeting

Mary moved to approve the minutes as distributed. 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

b) Approve Minutes of the December 1, 2020 Special Board Meeting

Christine approved the minutes as amended. Mary seconded the motion.

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

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

Motion Passed – 6 yes

5. Correspondence, Communications, Public Comments

Reported: Janet discussed the items in the blue folder since there were several members that joined virtual.

6. Financial/Treasurer's Report

a) Review statements and reports

Reported: Mary thanked the board for approving Kemper to take over payroll services. She will work with Kemper to get the earning statements sent to employees. She will also need to send the summary of hours on a regular basis to Kemper.

Families First Coronavirus Response Act as part of Cares Act has ended. Meghan, Mary and Janet will review the FFCRA policy at the next Personnel Committee meeting and discuss extending it.

b) Action Item: Approval of checks for November & December

Christine moved to approve the checks for November and December. 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

7. Committee Reports

a) Finance/Budget Committee- Rebecca Morgan-Boyd

No report given – committee did not meet.

b) Policy/Personnel Committee- Mary Thweatt, chair

Reported: Committee met on Dec. 1. No feedback on orientation packet was received. Personnel policy will be reviewed next. Janet will send out the current policy; suggested revisions should be sent to Janet by January 19.

c) Building and Grounds Committee- Greg Boise, chair

Reported: Snow removal was discussed. Janet will reach out to the Village of Tolono to discuss their clearing of the streets near the library. Janet is still working with the company that sold the memorial bench because the bench was damaged when we received it.

8. Library Director's Report

Reported: Janet went over some of the main points of her report.

- Christmas bonuses were appreciated by the staff.
- Janet will share a few highlights from the report to Savoy board each month.
- December circulation numbers were up as well as November circulation numbers.

9. Unfinished Business

a) Action Item: Review and approval of Orientation Packet

Christine moved to adopt the New Trustee Orientation Packet. 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) Discussion of investments

Discussed: A representative from Busey Bank in Tolono came to discuss possible investment opportunities. Items discussed included:

- Minimum of \$75,000 to invest
- Stocks and bonds have a fee – flat fee based on the amount being. Current fee is 1.3% annual but charged quarterly. Fee doesn't vary based high or low risk investments.
- Very involved process on the front end
- Risk versus goals long term would need to be discussed thoroughly.
- Balanced approach would be important so 50/50 or 60 stock/40 bond.
- Importance for us is to have security and little risk.
- Someone would need to meet with the advisor at least annually if not quarterly or semi-annually.
- Money would need to left for at least 18 months.
- It was recommend that setting some funds aside as an emergency fund would be important (3-6 months)
- There would be no long term commitments or costs.
- Board should identify goals.
- Next step would development a investment policy statement with goals/restrictions.

Action: Rebecca will set up a finance committee to discuss some more information before moving forward with Busey.

10. New Business

No new business was added.

11. Other

Trustee Continuing Education

12. Adjournment – Next Meeting: February 2, 2021

Meeting adjourned at 8:15 pm.