

Tolono Public Library District
Board of Trustees Meeting Minutes
Tolono Public Library Meeting Room
July 6, 2021-6:30 pm

Board members present at the library: Meghan Peach, Mary Thweatt, Mary Kuetemeyer, Amy Jahnel, Liz Vavrik, Maggie Kelly, and Nola Compton

Others Present: Janet Cler, Library Director;

1. Public Hearing “Annual Budget and Appropriation Ordinance.”

There was no public comment.

2. Call to Order

President Meghan Peach called the meeting to order at 6:30 pm.

3. President’s Report

President Meghan Peach thanked the Board members that were able to participate in the Tolono and Savoy parades.

4. Consent Agenda

a) Approve the minutes of June 8, 2021.

b) Treasurer’s Report

i. Review statements and reports

ii. Action Item: Approval of checks

Meghan Peach motioned to approve the items on the consent agenda. Motion passed.

5. Public Comment-there was no comment.

6. Other Agenda Items-there were no other agenda items to report.

7. Committee Reports

a) Building Committee-Maggie Kelly, chair

i. Action Item- Landscape work

A motion was made by Mary Thweatt and seconded by Maggie Kelly to approve the removal of the bushes in back of the library and add landscape rock. Motion passed.

ii. Action Item- Glass replacement

A motion was made by Liz Vavrik and seconded by Maggie Kelly to replace the pass through window in Janet’s office, the northwest window in the meeting room, and three other windows in Janet’s office. Motion passed.

b) Finance/Personnel Committee-Mary Thweatt, chair

i. General Policy

Board members are asked to give any feedback to the general policy to Janet by July 20, 2021.

c) Outreach Committee-Liz Vavrik, chair

The outreach committee met and are brainstorming on new ideas on how to promote the library outside of Tolono.

d) Finance/Budget Committee-Meghan Peach, chair

There was no finance committee meeting this month.

8. Library Director's Report-Janet Cler, Director

- a) The library successfully participated in the Tolono Fun Days parade and also the 4th of July Savoy parade.
- b) The county clerk informed the library that voting in Illinois is being moved from April to June. Early voting would affect summer library programs as many are held in the meeting room that is used for early voting. The library might only be able to offer one week of early voting to the county for this reason.

9. Unfinished Business

- a) **Action Item: Library Hours**-A motion was made by Liz Vavrik and seconded by Amy Jahnel to approve the library hours of Monday through Friday 8 am to 7pm, Saturdays 10am to 4 pm, and Sundays 12 pm to 4 pm. Motion passed.
- b) **Action Item: Carpet Proposal**- There were three bids on replacing the carpeting in the library. Carpet Weavers came in with lowest bid. A motion was made by Mary Thweatt and seconded by Liz Vavrik to accept Carpet Weavers as the successful bidders to do the project to install the carpet. Motion passed.

10. New Business

- a) **Action Item: Approve Performance Evaluations**- a motion was made by Liz Vavrik and seconded by Mary Kuetemeyer to approve the performances evaluations. Motion passed.
- b) **Action Item: Adopt proposed Annual Budget and Appropriations Ordinance Levy 21-0706**
A motion was made by Liz Vavrik and seconded by Mary Thweatt to adopt the proposed Annual Budget and Appropriations Ordinance Levy 21-0706. Motion passed.
- c) **Action Item: Adopt Building Maintenance Ordinance 21-07061** A motion was made by Liz Vavrik and seconded by Mary Kuetemeyer to adopt the building maintenance ordinance. Motion passed.

11. Closed Meeting-no closed meeting.

12. Trustee Education- Janet showed the Board a sample of the new library cards. Janet suggested the library wait until the Board decides if it would like to go with a new marketing person before implementing these.

Adjourned 7:15pm.

Next meeting August 3, 2021

Nola Compton