

Tolono Public Library District
Board of Trustees Meeting Minutes
January 4, 2022

Board Members Present: Meghan Peach, Mary Thweatt, Liz Vavrik, Mary Kuetemeyer, Amy Jahnel, and Maggie Kelly (Virtual).

Board Members Not Present: Nola Compton

Others Present: Janet Cler

- I. Call to Order- The meeting was called to order at 6:29pm
- II. Public Comment- None
- III. President's Report
 - a. Thank you to those that helped wrap books, brought in food, etc..
- IV. Consent Agenda
 - a. Approve Minutes of the November 2, 2021, Regular Board Meeting
 - b. Treasurer's Report
 - i. Review statements and reports
 - ii. Approval of checks for November and December
 - c. Consent agenda was passed- no motions were made
- V. Other Agenda Items- None
- VI. Committee Reports
 - a. Building Committee- Maggie Kelly, chair
 - i. Savoy Book Drops are fixed
 - ii. Flooring is done
 - iii. Doors to the building were re-keyed- Knox box keys? Janet will check on.
 - b. Outreach Committee- Liz Vavrik, chair
 - i. Did not meet in December
 - ii. Industrial Donut and Sadorus events went great
 - c. Policy/Personnel Committee- Mary Thweatt, chair- Nothing
 - d. Finance/Budget Committee- Meghan Peach, chair- Nothing
- VII. Library Director's Report
 - a. Special attention to the statistical reports in the blue folder
 - b. The library will stay open through the new COVID increase in positivity rates.
 - i. Only would close due to governor order
 - ii. Staffing issues- currently 1 person during the day and 2 at night minimums
 - c. Ellie Eastin has joined the staff and will be taking hours from the open position that was vacant due to an employee resigning during COVID at home procedures.
 - d. Tru Green will be doing snow removal for the library
- VIII. Unfinished Business
 - a. Action Item- Internet Contract
 - i. Currently the library is on a month-by-month contract with Media Com. The library is paying \$450 for both phone and internet from Media Com. The library would like to go to fiber internet through CCG with a cost of \$225 per month with a "no fee" 3-year contract and continue with Media Com for phone service at a price of \$99.85 per month.
 - 1. Motion was to move to CCG as the library's internet provider for a cost of \$225 per month and stay with Media Com for phone service at a cost of \$99.85 per month
 - 2. Mary Thweatt approved the motion and Amy Jahnel seconded the motion. Motion passed.

IX. New Business

a. Discussion: Going Fine Free

- i. There was discussion among the board members about making the library a “fine free” library, meaning that overdue fines would no longer be charged on books or DVDs.
- ii. Janet explained that the patron would be given two overdue notices on their checked-out items. The overdue notices would be given approximately 1 week apart. On the third overdue notice the patron would be sent a bill for the overdue item. If at that time the overdue item was turned in, the fee would be waived.
- iii. Dianne gets a report every day and can monitor overdue items.
- iv. The library would like to give our patrons access to library resources even if they have an overdue item. Currently patrons cannot use library resources if they have a fine of \$5 or more.
- v. The library would like to remain competitive and current with library trends. Many local libraries are going “fine free.”
- vi. Library cards are good for 3 years and patron demographic information is reviewed and updated at that time.
- vii. Meghan Peach will send out articles on “fine free” libraries to the board.
- viii. This item may be brought up as an action item at a future board meeting.

b. Agreed Upon Procedures- currently the firm that process our payroll also takes care of our agreed upon procedures and audit. The firm, Kemper, was told through an internal audit of their company that there was a conflict of interest in auditing and providing payroll services to the library.

- i. Janet is looking into other options in having another firm process the libraries payroll
- ii. Kemper may have suggestions on who to use for payroll

c. Common Loan Rules- The TPLD would voluntarily join other area libraries in sharing common loan rules. DVDs, games, and music would be loaned for 2 weeks (TPLD currently loans them for 1 week). Books would loan for 3 weeks. Two renewals of an item would be allowed. This voluntary sharing group would allow for more consistency among area libraries.

- i. Motion was to have the TPL join this group.
 1. Mary Kuetemeyer approved the motion and Mary Thweatt seconded it. Motion passed.

d. Hoopla- an online service that streams DVDs, audio books, and music

- i. Would be exclusively for TPLD patrons.
- ii. Our patrons would “purchase” music, books, and DVDs that the library would then be charged for.
- iii. Janet has money in existing accounts that she can use to try this service out.
- iv. Motion was to move forward with this service and that library administration would oversee setting the service up and setting up parameters.
 1. Liz Vavrik approved the motion and Meghan Peach seconded it. Motion passed.

X. Board of Trustees Executive Closed Meeting- Not needed

XI. Reconvene Open Meeting- Not needed

XII. Trustee Continuing Education- Serving our Public: Chapters 9-13

Next Meeting is Tuesday, February 8, 2022, at 6:30pm in the library meeting room

Adjournment- 7:46pm

Liz Vavrik filling in for Secretary Nola Compton