

**Tolono Library Meeting Minutes**  
Tolono Library Meeting Room  
March 8, 2022

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

**Others present:** Janet Cler, Director

**1. Call to Order**

The meeting was called to order at 6:32 pm

**2. Public Comment**

There was no public comment.

**3. President's Report**

Meghan mentioned that Janet has put together tee shirts for board members for library events that they are attending.

**4. Consent Agenda**

a) **Approve Minutes of the February 8, 2022 Regular Board Meeting**

b) **Treasurer's Report**

i. **Review statements and reports**

ii. **Action Item: Approval of checks for February**

Maggie motioned to approve the consent agenda with Amy seconding the motion. Motion passed.

**5. Other Agenda Items**

The board was notified that the library is losing two clerks.

**6. Committee Reports**

a) **Building Committee-Maggie Kelly**, chair-the library's flag was replaced.

b) **Outreach Committee-Liz Vavrik**, chair-the committee is working on Summers in the Park. They are looking for board members to volunteer. Please let Emily know if you can help. There was a nice advertisement in the Savoy Rec Center magazine for the library's programs. Savoy is also giving out fliers to new homeowners listing the library information.

c) **Policy/Personnel-Mary T**, chair-There was no feedback from the policies that were sent out last month. The committee looked at 3 new policies, the Computer and Equipment policy, the confidentiality of library records, and the bulletin board policy. It was also discussed moving the assistant librarian position to full time. Diane is open to the idea and considering it. The committee also discussed making Janet, Diane, and Rachel salaried positions. If she is willing, starting on July 1, the library would propose Diane going full time. Feedback on policies should be by March 15<sup>th</sup>.

d) **Finance/Budget Committee-Meghan Peach**, chair,-the committee will starting working with the levy and budget for the next fiscal year.

**7. Library Director's Report**

Janet showed the board the new library cards and other items they are passing out to patrons.

**8. Unfinished Business**

a) **Action Item: Going fine free**

Maggie motioned and Amy seconded that the library approve going fine free. Meghan-yes, Mary T-yes, Liz-yes, Mary K-yes, Amy-yes, Nola-yes, Maggie-yet. Motion passed.

**b) Action Item: New TPLD card proof**

Maggie motioned and Mary T seconded the motion to approve the new TPLD card proof. Motion passed.

**c) Action Item:**

**i Collection Management policy**

**ii Inclement Weather-Emergency Closing Policy and Procedures**

**iii Meeting Room Policy**

Maggie motioned and Mary T seconded to approve the Collection Management Policy, the Inclement Weather-Emergency Closing Policy and Procedures and the Meeting Room Policy. Motion passed.

**9. New Business**

**a) Action Item: The Association for Rural and Small Libraries (ARSL) Conference 2022**

Maggie motioned and Mary T seconded the motion for Janet, Diane and Rachel to attend the ARSL Conference.

The Board also discussed the loss of 2 clerks and agreed that the personnel committee will advise Janet on possibly creating positions different from the last ones to make it easier to fill this loss for the library.

**10. Closed Meeting**

There was no closed meeting.

**11. Trustee Continuing Education**

Janet and Rachel are going to schedule a finance committee and add some line items to the budget as we add new things. There also two TIFs that are expiring.

**12. Next Meeting April 5, 2022**

**13. Adjourned 7:41 pm**

submitted by Nola Compton