

**Tolono Public Library Minutes**  
Tolono Library Meeting Room  
February 7, 2023

**Board members present:** Meghan Peach, Mary Thweatt, Liz Vavrik, Mary Kuetemeyer, Nola Compton, and Maggie Kelly

**Board members via zoom:** Amy Jahnel

**Others present:** Janet Cler, Director, Rachel Stewart, Librarian, and Amy Wildman, Assistant Librarian

**1. Call to Order**

The meeting was called to order at 6:30 pm.

**2. Public Comment**

There was no public comment.

**3. President's Report**

Meghan mentioned that she and Maggie are serving on the committee for Morgan's replacement.

**4. Consent Agenda**

**a. Approve minutes of the January 3, 2023 board meeting**

**b. Treasurer's report**

**i. Review statements and reports**

**ii. Action Item: approval of checks for January**

Maggie motioned and Mary K seconded the motion to approve the Consent Agenda. Motion passed.

**5. Other Agenda Items**

A motion was made by Maggie and seconded by Mary T to approve Amy joining the meeting via zoom. Motion passed.

**6. Committee Reports**

**a. Building Committee-Maggie Kelly**-there were repairs on the furnace. She also suggested that replacing the blinds would be very expensive and suggested that the board just repair them. It was also mentioned that the toilets were repaired after a high water bill.

**b. Outreach Committee-Liz Vavrik**-nothing to report

**c. Policy/Personnel Committee-Mary Thweatt**-Mary received feedback on some grammatical changes to the policies from last month. Feedback on the updated policies for this month should be submitted by Feb. 21<sup>st</sup>. She also mentioned the update to the ALA Code of Ethics.

**i. Discussion: updated policies**

**1. Collection Management Policy (revised)**

**2. Challenges to Materials Policy (new)**

**3. Circulation Policy**

**ii. Update to ALA Code of Ethics and ALA Bill of Rights (FYI)**

**d. Finance/Budget Committee-Meghan Peach**-did not meet

**7. Library Director's Report**

The next staff meeting is February 21<sup>st</sup>. Janet asked Amy to share some of what she has been working on. Amy mentioned Teams Office use among the staff and that she has been working with many of the

Senior communities to bring books and resources to them. She shared that the library is being well used by our Senior communities.

## **8. Unfinished Business**

### **a. Action Item: polices**

- i. Electronic Meetings Policy**
- ii. State Officials and Employees Ethics Act**
- iii. Investment of Public Funds Policy**
- iv. Reserve Investment Policy**
- v. Summary of Open Meetings Act: no change**
- vi. Minutes of Closed Meeting: no change**
- vii. Prevailing Wage: remove**
- viii. Prohibited Gifts Policy: remove**
- ix. Travel Expense Control Act: no change**
- x. Immigration Compliance: no change-move to staff side**
- xi. Personnel Manual**

Maggie motioned and Nola seconded to approve the policies. Motion passed.

### **b. Committees**

- i. Benefits Committee-Nola, Liz, and Mary T**
- ii. Strategic Planning Committee-Amy, Maggie, and Meghan**

Meghan reminded the board members to start meeting with their committees.

### **c. Audit Options**

A reminder that Kemper isn't going to do our audits anymore and the library needs to find a new company to do the audit.

## **9. New Business**

### **a. Action Item: April and July board meetings**

- i. April 5: moving due to election**
- ii. July 11: moving due to July 4<sup>th</sup> holiday**

Mary K motioned and Maggie seconded the motion to move the board meetings to April 5 and July 11<sup>th</sup>.

### **b. Action Item: blind proposal**

Maggie motioned and Mary T seconded the motion to move ahead with the blind repair. Motion passed.

### **c. Action Item: website redesign proposal**

Mary T motioned to approve the website redesign proposal with Maggie seconding. Meghan-yes, Mary T-yes, Liz-yes, Mary K-yes, Nola-yes, Amy-yes, Maggie-yes. Motion passed.

## **10. Board of Trustees Executive Closed Meetings**

There was no closed meeting.

## **11. Trustee Continuing Education**

Different Trustees shared ideas from webjunction.org from the courses that they had reviewed.

## **12. Adjournment**

The meeting was adjourned at 7:31 pm.

Submitted by Nola Compton