

Tolono Public Library Minutes
Tolono Library Meeting Room
January 3, 2023

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

Others present: Janet Cler, Library Director and Morgan Fryar, Adult and Youth Services Librarian

1. Call to Order

The meeting was called to order at 6:29 pm.

2. Public Comment

There was no public comment.

3. President's Report

Meghan mentioned the loss of an employee, great attendance at the library's Santa event and New Year's Eve party, and the hand out Nine Steps for Becoming the Ideal Trustee.

4. Consent Agenda

a. Approve minutes of the November 15, 2022 board meeting

b. Treasurer's Report

i. Review statements and reports

ii. Action Item: approval of checks for November and December

Maggie mentioned that in the November minutes that under public comment that public comments needed to be changed to no public comment. Maggie motioned and Mary K seconded the motion to approve the consent agenda. Motion passed.

5. Other Agenda Items

There was no other agenda items.

6. Committee Reports

a. Building Committee-Maggie Kelly-nothing to report

b. Outreach Committee-Liz Vavrik-nothing to report

c. Policy/Personnel Committee-Mary Thweatt-Mary asked that board members provide any feedback by January 17th on the updated policies submitted to the board.

i. Discussion: updated policies

1. Electronic Meetings Policy

2. Ethics Ordinance

3. Investment of Public Funds Policy

4. Reserve Investment Policy

5. Summary of Open Meetings Act

6. Minutes of Closed Meeting

7. Prevailing Wage

8. Prohibited Gifts Policy

9. Travel Expense Control Act

10. Immigration Compliance

11. Personnel Manual

d. Finance/Budget Committee-Meghan Peach-nothing to report

7. Director's Report

Janet asked Morgan Fryar to give the board some reports on what she has been working on for the library. Morgan mentioned the success of the Santa and New Year's events, the model trail exhibit, the adult crafts and many other interesting programs she has planned for the next few months. She also mentioned she has been focusing on the survey the library conducted to see what the public would like to see in programs for the public.

8. Unfinished Business

a. Action Item: policies

i. Privacy Policy

ii. Code of Conduct

iii. Wireless Internet Access Policy

iv. Reference Policy-remove

v. Conceal Carry Policy

vi. Drug and Alcohol-Free Policy (Patron and Employee)

Maggie motioned and Mary K seconded the motion to approve the action item policies. Motion passed.

9. New Business

a. Action Item: blind proposal

b. Discussion: website redesign proposal

c. New Committees

i. Benefits Committee

ii. Strategic Planning Committee

The cost to either replace the blinds or repair the blinds was submitted to the board. The Board postponed voting on either option and decided to pursue a few more quotes and also look at the option of replacing the blinds with a different option.

10. Board of Trustees Executive Closed Meeting

There was no closed meeting.

11. Trustee Continuing Education

The Board discussed chapters 11, 12, and 13 of Serving Our Public.

12. Meeting adjourned

The meeting was adjourned at 7:31 pm.

Submitted by Nola Compton