

TOLONO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
Tolono Public Library Meeting Room
September 6, 2022- 6:30 p.m.

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

Others present: Rachel Stewart, Librarian

1. Call to Order

6:29 pm

2. Public Comment

No public present.

3. President's Report

a) IHLS Member Day

Board received an email about this free, virtual event. Meghan encouraged people to sign up if available.

b) Library Visits

Board discussed their visits to other libraries to begin our upcoming strategic plan and policy updates.

4. Consent Agenda

a) Approve Minutes of the August 9, 2022 Regular Board Meeting

b) Treasurer's Report

i. Review statements and reports

ii. Action Item: Approval of checks for August

Motion to approve consent agenda by Liz. Seconded by Mary K. Motion passed.

5. Other Agenda Items

Nothing added.

6. Committee Reports

a) Building Committee- Maggie Kelly, chair

Still waiting on the handicap emblem to be painted in the parking lot.
Barrier between staff and patrons removed.

b) Outreach Committee – Liz Vavrik, chair

Liz and Morgan attended the Fun Days planning meeting and will attend the Trunk or Treat meeting on September 13.

c) *Policy/Personnel Committee- Mary Thweatt, chair*

Discussion: Updated Policies

- i. *Photography and Video Policy*
- ii. *Personnel Policy*
 - *At Will Employment (adding)*
 - *Equal Employment Opportunity (adding)*
 - *Reasonable Accommodation's (adding)*
 - *Clarification for defining full time (adding)*
- iii. *Sexual Harassment Policy*
 - *Personnel Manual: Non-Discrimination & Anti-Harassment Policy*
 - *Policy Manual: Harassment and Lewd Behavior Policy*

d) *Finance/Budget Committee- Meghan Peach, chair*

Did not meet.

7. Library Director's Report

8. Unfinished Business

a) *Action item: Photography and Video Policy*

Motion to approve policy as outlined by Liz. Seconded by Mary K. Motion passed.

b) *Action item: Personnel Policy*

Action item tabled to next meeting.

c) *Action item: General Policy*

Motion to approve policy as outlined with at-will policy added and sentenced edited by Liz. Seconded by Maggie. Motion passed.

9. New Business

a) *Action Item: QSEHRA Allocation*

Motion to keep the QSEHRA allocation of \$1,500 per full time employee by Liz. Seconded by Mary K. Motion passed.

10. Board of Trustees Executive Closed Meeting

No closed meeting.

- 11. Trustee Continuing Education**
Serving Our Public: Chapters 1-3 discussed.
- 12. Next Meeting**
October 4, 2022
- 13. Adjournment**
7:40 pm

Submitted by Maggie Kelly