

Tolono Public Library Minutes
Tolono Library Meeting Room
November 15, 2022

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

Others present: Janet Cler, Director and Rachel Stewart, 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 bringing treats for the staff in December. She also commented on board members either joining the benefits committee or strategic planning committee.

4. Consent Agenda

a. Approve minutes of October 4, 2022 board meeting

b. Treasurer's Report

i. Review statements and reports

ii. Action Item: approval of checks for October

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

5. Other Agenda Items

There were no other agenda items

6. Committee Reports

a. Building Committee-Maggie Kelly-there was a tree removed in front of the library with a new tree being planted in memory of Dwight Monical. Security cameras are being installed in the front and back of the library with one in the entrance when a patron first walks into the library. The library is looking at either repairing the blinds in the library or replacing them. Windows were cleaned and the back fence.

b. Outreach Committee-Liz Vavrik-the library is giving out books at some holiday activities, Liz mentioned other holiday activities the library is involved in, and taking over staff appreciation.

c. Policy/Personnel Committee-Meghan-updated policies-removing reference policy, and please send comments by Dec. 12 on any of the new updated policies.

I. Discussion: updated policies

1. Privacy Policy

2. Code of Conduct

3. Wireless Internet Access Policy

4. Reference Policy-remove

5. Conceal Carry Policy

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

d. Finance/Budget Committee-Meghan-did not meet. We have used all of the library's budgeted money for Hoopla. Think about where the library can pull extra funds to fund it. Also, the library is looking at taking more control over the website and changing companies to manage it.

7. Library Director's Report

Janet had Rachel talk about a survey she is conducting with patrons to better serve them.

8. Unfinished Business

a. Action Item: policies

i. Personnel Policy

ii. Service to Patrons with Disabilities

iii. Alcohol Policy

iv. Blood borne Pathogens Policy

Mary K motioned approve the policies with Maggie seconding the motion. Motion passed.

b. Action Item-accept the audit and state comptroller's annual financial report

Maggie motioned to the accept the audit and the state comptroller's annual report with Nola seconding the motion. Motion passed.

9. New Business

a. Trustees to approve December bills

Meghan and Maggie volunteered to approve the December bills.

b. Board of Review (2)-Illinois Property Tax Appeal

c. Action Item: holiday bonuses for staff

Maggie motioned to approve the holiday bonuses for the staff and Nola seconded the motion. Motion passed.

d. Action item: Library Non-Resident Card program for all students under 18

Mary K motioned and Mary T seconded the motion to approve the program. Motion passed.

e. Action Item: Library Clerk job description-revised

Maggie motioned and Nola seconded the motion to approve the library clerk job description. Motion passed.

f. Action Item: Shelver job description-new

Maggie motioned and Mary K seconded the motion to approve the shelver job description. Motion passed.

g. Action Item: revised evaluation rating scale

Maggie motioned and Nola seconded the motion to approve the revised evaluation rating scale. Motion passed.

10. Board of Trustees Executive Closed Meeting

There was no closed meeting.

11. Trustee Continuing Education-Serving our Public: Chapter 8,9, 10

The board members reviewed chapters 8, 9, and 10.

12. Adjourned 7:47 pm

Next meeting January 3, 2022

submitted by Nola Compton