

**Tolono Public Library Minutes**  
Tolono Library Meeting Room  
October 4, 2022

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

**Others present:** Janet Cler, Director

**1. Call to Order**

**2. Public Comment**

There was no public comment

**3. President's Report**

Meghan talked to the board about strategic planning for the next 5 years. She strongly encouraged the Board members to join on of the two committees that are being formed the strategic planning and benefits committees.

**4. Consent Agenda**

**a. Approve Minutes of the September 6, 2022 Regular Board Meeting**

**b. Treasurer's Report**

**i. Review statements and reports**

**ii. Action Items: Approval of checks for September**

Liz motioned and Maggie seconded. Motion passed.

**5. Other Agenda Items**

There were no other agenda items.

**6. Committee Reports**

**a. Building Committee-Maggie Kelly-**nothing new to report.

**b. Outreach Committee-Liz Vavrik-**did not meet, but Liz did attend another Tolono Fun day meeting, and the library is participating in a Halloween and Christmas event.

**c. Policy/Personnel Committee-Mary Thweatt**

**Discussion: Updated Policies**

**1. Personnel Policy**

**a. At Will Employment (adding)**

**b. Equal Employment Opportunity (adding)**

**c. Reasonable Accommodations (adding)**

**d. Clarification for defining full time (adding)**

**2. Service to Patrons with Disabilities**

**3. Alcohol Policy**

**4. Bloodborne Pathogens Policy**

Please send any comments on these policies to Janet by the October 21, 2022.

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

**7. Library Director's Report**

Janet shared a bit about the ARSL conference she attended. She also mentioned that the library is participating at Treat or Treat Street at the Savoy Rec. October 24<sup>th</sup> and that Santa is visiting the Library the first Friday in December.

**8. Unfinished Business**

**a. Action Item: Sexual Harassment Policies**

**i. Personnel Manual: Non-Discrimination & Anti-Harassment Policy**

**ii. Policy Manual: Harassment and Lewd Behavior Policy**

Liz motioned and Mary K seconded to approve the polices. Motion passed.

**9. New Business**

**a. Action Item: Debt collection fee**

**b. Agreed Upon Procedures Report**

Motion to increase the collection fee to \$12. Liz motioned and Mary T seconded. Motion passed.

The Agreed Upon Procedures was distributed to the Board.

**10. Board of Trustees Executive Closed Meeting**

There was no closed meeting.

**11. Trustee Continuing Education-Serving our Public: Chapters 4-7**

Some of the ideas from these chapters that were mentioned were looking at possible comfortable seating for parents in the children's section, environmentally friendly options to adopt at the library, safety-priority list of what we would want to save if the library was in peril.

**12. Next Meeting November 15, 2022**

Adjourned at 7:15 pm.

Submitted by Nola Compton