

TOLONO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
Tolono Public Library | June 4, 2024 – 6:30 pm.

1. Call to Order: at 6:35 pm by Maggie Kelly

2. Public Comment: Michael Taber wanted to share public comment. He enjoys the library. He noticed there was a pride display in the children's section. He is protesting the pride display and requesting the display to be moved to the adult section. He appreciates the time to express the public comment.

3. Action Item: Vote for Library Board Officers

- a. President-Nola Compton
- b. Vice President-Meghan Peach
- c. Treasurer-Maggie Kelly
- d. Secretary-Amy Jahnel

Mary T. made the motion to accept the Library Board Officers as presented on the agenda.
Jeremy seconded the motion.

Roll Call:

Jeremy YES

Mary YES

Amy YES

Nola YES

Maggie YES

Motion passed.

4. Consent Agenda

Motion to approve Consent Agenda by Maggie, seconded by Mary.

Motion passed.

- a. Approve minutes for the May 7, 2024 board meeting
- b. Approve minutes for the May 20, 2024 Benefits/Personnel Committee meeting
- c. Treasurer's report
 - i. Review statements and reports
 - ii. Action Item: approval of checks for May

5. President's Report

a. Those who are not on a committee below, please consider joining a committee. Please let Nola know by June 15 if you would like to be on a committee.

b. Tolono Fun Days booth, Saturday, June 29, 2024, 10 am. – 4 pm. There will be 3- 2 hour slots for Tolono Fun Days (spinning a prize wheel). The booth will be in the park. Library Board will not be in the parade.

Nola would like to express her thanks and gratitude to Donica. Reflected by the entire Board.

6. Other Agenda Items

7. Committee Reports

- a. Building Committee (Maggie and Nola)

Donica reports the light bulbs are in need of being replaced and will be aged out.

Jeremy has expressed interest in joining the building committee.

- b. Finance/Budget Committee (Meghan and Mary T)- did not meet
- c. Benefits/Personnel Committee (Nola, Mary T, Amy)-will talk more about compensation in the Director Report. They reported that they did not need to work out PTO, was already a policy.

8. Library Director's Report

Candice has decided to resign and has given her 2 week notice. She is the current Library Specialist. Currently hiring Coordinator and plans on switching around schedules to accommodate the needs of the library.

Potentially changing the library hours, potentially switching 8:00 am to 9:00 am M-F. The minimum hours is 56/week and we are open 65/week.

Donica will get back to us on her suggestions. Collection of door counts and check outs to determine if this is an appropriate solution.

- a. FY 25 Salary Wage Scale

Discussed wage scale in the Benefits Committee. FY25 pay increases and compared to libraries similar to ours. Suggesting increases appropriate to the main job of the staffers. Most will start on July 1 or their work anniversary depending on start time.

- b. FY 25 PTO Scale Recommendation

Donica shared her PTO Scale Recommendation based on research for full time staff. The Board appreciates Donica doing the research and putting this together.

- c. Annual staff evaluation process update

The annual staff evaluations will be changing and will also include self-evaluations.

Board members please send suggestions for evaluations to Nola, Mary, or Amy by June 15.

9. Board of Trustees Executive Closed Meeting according to 5ILCS 120/2 (if needed)-No closed meeting necessary.

10. Reconvene Open Meeting (if needed)

11. Old Business

- a. IMRF Update

IMRF Update- They are able to come to a Board Meeting. The Library Board indicated they would like them to come to a future meeting.

- b. Action Item: Approval of FY25 working budget for July 1, 2024 to June 30, 2025

Maggie made a motion to approve the FY25 working budget. Jeremy seconded.

Roll Call

Jeremy-YES

Mary-YES

Amy-YES

Nola-YES

Maggie-YES

Motion passed

- c. Action Item: Approval of FY25 Staff Salary Increases for July 1, 2024 to June 30, 2025

Maggie made a motion to approve the FY25 staff salary increases as proposed. Nola second.

Roll Call

Jeremy- YES

Mary- YES

Amy-YES

Nola -YES

Maggie-YES

Motion passed

d. Action Item: FY25 Non-Resident fee-the Board did not need to change the amount of the non-resident fee.

12. New Business

a. Action Item: Approval of FY25 Calendar Items

i. TPLD Holiday Closures for July 1, 2024 to June 30, 2025

ii. TPLD Library Board Meetings for July 2024 to June 2025

Maggie made a motion to approve the FY25 Calendar items as amended. Jeremy Second.

Motion passed

b. Auditor documents and Annual Financial Report

Closing letter from the auditor and financial report.

13. Trustee Continuing Education-This will be tabled until next meeting.

14. Adjournment-next meeting

The meeting was adjourned at 7:56 pm.

Submitted by Amy M. Jahnel.