

TOLONO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Tolono Public Library Meeting Room
January 7, 2025 – 6:30 p.m.

Board members present: Nola Compton, Maggie Kelly, Mary Thweatt, and Jeremy Mitchell.

Others present: Travis Givens, Library Director.

1. Call to Order

The meeting was called to order by Nola Compton at 6:30 pm.

2. Public Comment

No public present.

3. President's Report

Thank you to Meghan Peach for her years of service. Discussion held regarding upcoming board openings.

4. Consent Agenda

a) *Approve Minutes of the November 12, 2024, board meeting*

b) *Treasurer's Report*

i. *Review statements and reports*

ii. *Action Item: Approval of checks for November and December 2024*

Mary moved to approve the consent agenda. Maggie seconded. All in favor. Motion passed.

5. Other Agenda Items

Nothing added.

6. Committee Reports

a) *Building Committee- Jeremy and Garrett*

Jeremy will start working on a capital improvement plan for the next 3-5 years. Travis to get estimates for an HVAC replacement, with the understanding that it may need to go out to competitive bidding if over the Illinois Local Library Act threshold.

b) *Finance/Budget Committee- Nola and Maggie*

Did not meet

- c) *Benefits/Personnel Committee- Nole, Amy and Mary*
Did not meet.

7. Library Director's Report

Continued work on reconciliation of QuickBooks. Alex's last day is this week. Two new clerks are starting later this month. There are ongoing updates to the children's area.

8. Board of Trustees Executive Closed Meeting

No closed meeting.

9. Reconvene Open Meeting

No closed meeting.

10. Old Business

None.

11. New Business

- a) *Action Item: Vote on the annual financial report from Feller and Kuester*
Motion to approve financial report by Maggie. Seconded by Mary. Roll call vote: Mary: yes; Jeremy: yes; Maggie: yes; Nola: yes.
- b) *Action Item: Vote on the A&R Agreement*
Motion to approve financial report by Mary. Seconded by Jeremy. Roll call vote: Mary: yes; Jeremy: yes; Maggie: yes; Nola: yes.
- c) *Action Item: Vote on the Gamily Policy for the Library*
Motion to approve the gamily policy for the library by Maggie. Seconded by Mary. All in favor. Motion passed.
- d) *Action Item: Review of 2024 closed minutes*
Motion to keep the 2024 minutes of closed meeting closed by Maggie. Seconded by Mary. All in favor. Motion passed.
- e) *Discussion of some staff changes and possible hour changes*
Discussion held and options considered.

12. Trustee Continuing Education

- a) *Serving our Public: Discussion of Chapters 11, 12, and 13*

13. Adjournment

7:28 pm

Submitted by Maggie Kelly