

Tolono Public Library District  
Benefits/Personnel Committee Meeting Agenda  
Tolono Public Library/ January 29, 2026, 6:30 pm

Mary called the meeting to order 6:47 pm

Members present: Josie Donovan, Alaina Kanfer, Mary Tweatt

Members absent:

Others present: Travis Givens

**1. Call to Order & Introductions**

- Welcome
- Brief introductions of committee members and staff
- Purpose of the meeting

Mary and Travis gave introduction and background of the committee.

**2. Overview of the Personnel Committee**

- Role of the Personnel Committee
- Committee scope and responsibilities
- General expectations (meeting frequency, communication, confidentiality)

Role is to evaluate benefits and personnel needs for the library, including staff perspective.

Determine if there are any gaps we can fill in terms of benefits and research options to propose to the board e.g. health, dental, vision,

**3. Current Context & Priorities**

- Brief overview of current staffing and operations
- High-level personnel topics on the horizon (no action taken)

We are on the wait list to join a small library association through which we can provide health care benefits for our staff.

**4. Open Discussion / Ideas**

- Committee member questions
- Initial thoughts, goals, or areas of interest
- Topics members would like to explore in future meetings

Ideas discussed included continuing education, retirement benefits, dental and vision coverage and health insurance.

**5. Next Steps**

- Confirm next meeting or timeline

- Identify any follow-up items

We'll meet monthly, and aim for the last Tuesday of the month, next meeting set for Tuesday January 24 at 6 pm.

## **Adjournment**

7:47 pm Meeting adjourned.