

TOWANDA DISTRICT LIBRARY
MINUTES for July 19, 2022
Regular Meeting

ATTENDEES: Rachel Ballenger, Amy Bogner, Brittany Janes, Christine Kirk, Judy Michael, Mark Schwamberger, Rochelle Wardell, and Audra Wyant

ABSENT: None

Meeting called to order at 7:00 pm.

PUBLIC COMMENTS

- None.

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Rochelle made a motion to accept the June Regular Meeting Minutes, 2 Finance Committee Meeting Minutes, and Personnel Committee Meeting Minutes..
- Judy seconded the motion.
- Unanimous approval.

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed the Profit & Loss report to date and the list of Paid Transactions by date.
- Judy made a motion accept the Treasurer's Report and pay the bills.
- Rachel seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Brittany reviewed her report.
 - **Correction** to the Director's written report regarding the "QuickBooks and Direct Deposit" heading: It was clarified that Brittany will coordinate a time to complete QuickBooks training before the deadline previously set by the Finance Committee of August 15th. Also, if Brittany wishes to set up Direct Deposit for TDL employees, she will be accountable for that task and coordinate directly with the bank to set it up and consult with the Treasurer, as needed. If the Board wishes to explore Direct Deposit pricing options, Brittany will need to price out the cost of Direct Deposit from multiple banks.
 - **Correction** to the Director's written report regarding the "Phil Lenzini" heading: Phil did NOT write the Budget & Appropriations Ordinance nor change it in any way from what was passed at the June Meeting. Phil merely drafted the "Notice of Public Hearing for the B&A" that was published in the Normalite. The Budget Hearing will be held during the August meeting. Phil did write the Budget & Maintenance Ordinance to Levy that is on the agenda for tonight's meeting.
- Additional information includes:
 - The Lions Club donated \$92.92 from their small change program.

- o Rachel needs to complete her FOIA training.
- o Audra and Judy will complete their OMA training. Brittany reports the OMA Training website is back up and running, and she will send Audra and Judy the link to complete the training.
- o Brittany will complete her MLS degree after she finishes her summer course in August. She provided the Board with a copy of her transcripts to date.
- o The gutters were just cleaned out at the library today.
- o Brittany and staff are finishing up the backlogged cataloging, they have made a lot of progress in the last week.
- o Phil Lenzini is going to be more involved in managing TDL's legal deadlines going forward. Audra and Brittany both spoke with him on the phone/via email about him being involved in drafting future ordinances and public notices to help follow all legal deadlines and filing requirements.

COMMITTEE REPORTS

- Finance – None

- Building and Grounds
 - o Judy sprayed for weeds and will spray under the large pine tree before the August meeting. Going forward, TDL will need to hire someone to do these basic grounds maintenance and weeding.
 - o Brittany will call Getz regarding an annual inspection for the fire extinguishers.

- Personnel
 - o Audra and Christine met with Brittany on 6/23 to review the Director's "60-90 Day Priorities List" and evaluate Brittany's progress so far. She has completed many of the objectives. The 6/23 Minutes provided list the items still to be completed.
 - o Audra and Christine also met with Brittany on 7/13 to discuss the nearly missed legal deadline for notice of the Budget & Appropriations Hearing to be held at the August Board meeting. During the 7/13 meeting, the Committee reviewed with Brittany a list of action items to be completed by the 7/19 Board Meeting.
 - o The Personnel Committee agreed to allow Brittany to carryover her 10 vacation days from FY 2021-2022, which she technically should have lost at the beginning of this Fiscal year in July. With her April start date, she has not had the opportunity to take any vacation time. Therefore, for FY 2022-2023, Brittany will have 20 vacation days and 10 sick days. Brittany and Audra will track her vacation/sick days used on a shared spreadsheet.

- Policy
 - o Brittany compiled a list of all updated policies in one packet for the Board. One last policy that still needs reviewed is "Employee Invitation and Participation Policy: Library Board of Trustees Meetings." This policy was passed on 11/16/21.
 - o Brittany will put this policy on the agenda for next month for Board Review.

OLD BUSINESS

None

NEW BUSINESS

Audit of the Secretary's Book

- Christine has the FY July 2021- June 2022 Secretary's Book completed and needs 2 volunteers to audit the book.
 - Rochelle and Judy will audit the Secretary's Book.
- Once completed, they will sign off on their audits, and Brittany will turn documentation into the County Clerk.

Tax Levy Ordinance

- Rochelle made a motion to accept Ordinance No. 22-01 to Levy and Assess Tax.
- Rachel seconded the motion.
- Unanimous approval.
- The Ordinance documents were drawn up by TDL attorney, Phil Lenzini.
- Brittany will file the notice in the Normalite and with the County Clerk.

Meeting Dates for 2023

- All TDL Board of Trustees Meetings will be held on the third Tuesday of every month for 2023.
- Mark made a motion to accept the 2023 meeting dates.
- Rochelle seconded.
- Unanimous approval.

Closure Dates for 2023

- Tabled until next meeting.

List of Legal Deadlines

- The Personnel Committee asked Brittany to put together a list of Legal Deadlines and a chart of what month each item needs to be passed at Board meetings to ensure better organization going forward.
- Brittany presented the list to the Board.
- Mark wants Brittany to check with Phil regarding the 8/30 legal deadline for Treasurer's to file the Itemized Statement of Receipts and Expenditures. Due to TDL's size, we may not be required to file.
- Brittany will make a TDL calendar of legal deadlines for what deadlines need passed at which month's meeting. This should ease tracking the legal deadlines in future years.

Chapter 10 “Programming” from Serving Our Public 4.0

- The Board reviewed Chapter 10. The Board will have met the requirements for Chapter 10 with the programming that Brittany is re-introducing this year.

Chapter 11 “Youth/Adult Services” from Serving Our Public 4.0

- The Board reviewed Chapter 11. Brittany plans to bring back youth programming in the fall.

Website Presentation and New Email Addresses

- Brittany presented the new website to the Board. The new URL is: www.towandadistrictlibrary.org. The website will launch on July 20th. The new website looks great. The website includes all the updated policies, upcoming library events, and links to the card catalog and other resources. Brittany hopes to have a professional photographer photograph the library later for the website.
- The Board and all employees will receive new email addresses. Audra still has a little work to do to make sure the email addresses will run properly. The new email addresses will launch at the August Board meeting.
- TDL has a non-for-profit account with G Suite and will pay no user fees.

CLOSED SESSION

Personnel Discussion - Director

- Rochelle made a motion to move to executive session to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee” 5 ILCS 120/2(c)(1).
- Rachel seconded the motion.
- Unanimous approval.

- Entered executive session at 8:22 pm.
- Returned from executive session at 9:39 pm.

Christine motioned to adjourn the meeting.

Judy seconded the motion.

Unanimous approval.

Meeting adjourned at 9:40 pm.