

TOWANDA DISTRICT LIBRARY  
MINUTES for March 21, 2023  
Regular Meeting

ATTENDEES: Rachel Ballenger, Amy Bogner, Christine Kirk, Chris Miller, Rochelle Wardell, and Audra Wyant.

ABSENT: Judy Michael and Mark Schwamberger

Meeting called to order at 7:03 pm.

PRESIDENT'S COMMENTS

- None.

OPPORTUNITY FOR PUBLIC COMMENT

- No requests received.

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Rochelle made a motion to accept the Minutes.
- Amy seconded the motion.
- Unanimous approval.

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Rochelle made a motion to accept the Treasurer's Report and pay the bills.
- Amy seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Rachel reviewed her report.
- Brenda is stepping down from her cataloguer position (which was approximately 4 hours/week). TDL appreciates all of Brenda's hard work throughout the years.
- Rachel has ordered the new book bins, they should arrive the first week in April.
- Bridget & Piper enjoyed the children's workshop they attended. It was a great networking opportunity for them.
- Rachel hopes to hire a third staff member as a programming assistant/circulation assistant for additional coverage.

NEW BUSINESS

Security Camera Footage Retention

- Security camera footage no longer needs to be retained for more than 31 days.
- As a result, Rachel has security cameras on hand and ready to be installed at both entrance doors.

- Chris suggested setting up a Security Camera Policy to spell out who will have access to the camera's footage. Audra and Rachel will draft up a policy for Board review.

#### Mandatory Paid Leave Act (change handbook)

- As anticipated, Governor Pritzker signed the Mandatory Paid Leave Act into law this month.
- TDL will be required to provide employees with paid leave. Employees will accrue 1 hour of paid leave for every 40 hours worked.
- Rachel suggested providing all employees with 5 days of paid time off after 90 days of employment. The Board debated the merits of allowing employees to accrue paid time off hours as they move through the year versus allocating all hours up front.
  - In a year's time, a typical TDL employee should accrue about 35 hours of paid leave. In the accrue-as-you go model, employees will be allowed to carry over their hours at the end of the year. Whereas if all hours are allocated up front, they are not required to carry over.
- Rachel will do some additional research on the new law as well as how to best update the Employee Policy.
- At a future meeting, the Board will need to decide if they want to front load the paid time off hours or let them accrue. Tabled until next meeting.

#### Decennial Committee

- Rachel provided in the Board Packet information regarding the new legal requirement that TDL forms a Decennial Committee. The information included how often the Committee must meet (3 times by next year) and what the Committee must accomplish as far as analyzing and providing suggestions for improving TDL operating efficiencies.
- The Committee must include TDL Trustees, the Director, and 2 library district community members (residents).
- The deadline for the first meeting of the Decennial Committee is June 10, 2023.
- Next steps:
  - The first Decennial Committee meeting will be held at the Regular April Board Meeting on Tuesday April 18<sup>th</sup>.
  - Rachel will make signage for the library advertising a need for 2 community members to sit on the Decennial Committee and the first meeting date.

#### Email Addresses

- Rachel plans to change all TDL-associated email addresses. Currently, the Board emails are [Trustee1@towandalibrary.org](mailto:Trustee1@towandalibrary.org), [tdlsecretary@towandalibrary.org](mailto:tdlsecretary@towandalibrary.org), etc. Rachel will change all email addresses to include names. (i.e. [Rachel.Ballenger@towandalibrary.org](mailto:Rachel.Ballenger@towandalibrary.org)).

- This change will make it easier as Board members change officer positions on the Board and new Board members are added.
- Rachel will email all Board members log in information for their new accounts.
- At the April meeting, Audra and Rachel will be available to help anyone who needs help accessing their new email account.

#### ALA Conference

- This year's ALA Conference is in Chicago. Rachel can get discounted tickets for the event from RAILS for \$40. Rachel also plans to sign up for the virtual class option for an additional fee of \$325. This will allow her as well as her staff to watch classes.
- Rachel has attended this conference in the past and it is great for networking, meeting authors, new ideas, and the full docket of classes available. Rachel plans for her and Piper to attend the conference, and Bridget will work the library.
  - The conference is in June, and Rachel and Piper plan to attend on a weekend so as not to conflict with Summer Reading.

#### OLD BUSINESS

##### Notary Application

- Rachel had to resubmit her notary application, she filled out one portion wrong.

##### Agreement with Unit 5 for Library Cards

- Rachel still has not heard back from Unit 5.

#### CLOSED SESSION

Not needed tonight.

Upcoming Board Meetings: April 18, May 16, June 20, July 18, August 15

Rochelle motioned to adjourn the meeting.

Chris seconded the motion.

Unanimous approval.

Meeting adjourned at 8:22 pm.