

TOWANDA DISTRICT LIBRARY  
MINUTES for February 21, 2023  
Regular Meeting

ATTENDEES: Rachel Ballenger, Amy Bogner, Lori Hoskins, Christine Kirk, Chris Miller, Mark Schwamberger, Audra Wyant (via Zoom)

ABSENT: Judy Michael

Meeting called to order at 7:03 pm.

PRESIDENT'S COMMENTS

- Audra welcomed Chris to his first official meeting.
- Audra summarized the Open Meetings Act for Lori, who came to observe the meeting.

PUBLIC COMMENT

- No public comment.

REVIEW OF MINUTES AND MOTION TO ACCEPT

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

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed the Profit & Loss Statement and Balance Sheet to date. He also provided copies of the bank statements for Board review as a new check-and-balance.
- Christine made a motion to accept the Treasurer's Report and pay the bills.
- Chris seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Rachel reviewed her report. Bridget and Piper have scheduled time off in February and May. They are also both planning to attend a children's programming workshop.
- Programming this past month was very well attended. TDL is averaging right now 3 children's programs/week to accommodate the high attendance numbers and spread out the attendance.
- Summer Reading is planned out; Rachel has already obtained a lot of exciting donations.
- Rachel completed QuickBooks training with Mark and has started entering items in QuickBooks.

## NEW BUSINESS

### Mandatory Paid Leave Act

- The Mandatory Paid Leave Act will go into effect in 2024. Rachel will keep an eye out as 2024 approaches and monitor how this may affect the budget.

### FOIA/OMA Requirements

- FOIA & OMA online training must be completed by every Trustee in the first year after their election (in the first 6 months of taking office). This will impact Rochelle and Audra. After the April election they will need to complete the training again. Chris should also complete the training as he is newly appointed.
- Rachel, as Director, is the FOIA and OMA Officer for TDL. Judy is the back up.
- Rachel will keep a copy of all Board members' OMA and FOIA certificates on file in the library.

### Updated FOIA Policy

- The Board reviewed the FOIA Policy, which is updated to list Rachel as the FOIA Officer.
- Amy made a motion to approve the updated FOIA Policy.
- Rochelle seconded the motion.
- Unanimous approval.

### Election Process Overview

- The next consolidated election is in April 2023. Rochelle and Audra are on the ballot. Christine is not running for another term.
- As candidates, Board members collect signatures on their petitions and turn those petitions in to the Director.
  - Someone at TDL is then the "Election Officer." Currently, this officer is designated as the Board Secretary.
  - The Secretary is the person who completed a form called "Certification of Ballot" and files it with McLean County.
  - The petitions with signatures collected by Board members are kept on file at TDL, not turned in to the County.

### Building and Maintenance

- Tree trimming is needed for the front trees. Piper's husband offered to trim the trees. However, the Board would like Rachel to get quotes from licensed/insured tree trimmers.
  - Chris recommends Andy Streid who lives in Lamplighter and has a tree trimming company.

## OLD BUSINESS

### Notary Application

- Rachel has completed the application process and is waiting on her certificate from the County Clerk.
- Rachel has been added to the bond as required.

### Agreement with Unit 5 for Library Cards

- This is currently on hold, the Unit 5 attorney has not yet gotten back in touch with Rachel. Rachel expects she will eventually hear back from them.

### Review and Approve Purchase – Mobile Bookshelves/Book Bins for picture books

- Rachel would like to purchase book bins in the children's area for picture books. The bins allow the books to face out for children to easily browse the books. They also greatly increase circulation.
- Amy motions to approve the purchase of 3 book bins, based on the quote of \$3,565 from Book Bins in Minnesota.
- Christine seconded.
- Unanimous approval.

### Banking Signature Cards, Etc.

- Rachel has been added to the bank accounts and has a debit card. She is still waiting on receiving a credit card.

### Direct Deposit

- Rachel plans to begin implementing Direct Deposit starting next pay period, she has the process started already.
- Rachel plans to switch to doing paychecks bi-weekly instead of bi-monthly. She has updated the Employee Handbook with that change.

## CLOSED SESSION (IF NEEDED)

Closed session not needed tonight.

Upcoming Board Meetings: March 21, April 18, May 16, June 20, July 18, August 15

Chris motioned to adjourn the meeting.

Rochelle seconded the motion.

Unanimous approval.

Meeting adjourned at 7:49 pm.