

TOWANDA DISTRICT LIBRARY  
MINUTES for November 15, 2022  
Regular Meeting  
7:00 PM

ATTENDEES: Rachel Ballenger, Amy Bogner, Christine Kirk, Judy Michael, Mark Schwamberger, Audra Wyant

ABSENT: Rochelle Wardell

Meeting called to order at 7:04 pm.

PRESIDENT'S COMMENTS

- None

PUBLIC COMMENT

- No requests for public comment were received.

REVIEW OF MINUTES AND MOTION TO ACCEPT

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

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed the Treasurer's Report, including the Profit & Loss Detail Statement.
- Judy 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.
- The gutters will be cleaned by December 4<sup>th</sup>.
- Rachel has posted job ads on the website, Facebook, and RAILS. Rachel would like to find local people to fill the positions. Christine will send Rachel the Indeed log in information, should Rachel decide to post the openings on Indeed as well.
- Rachel and Brenda have 98% of the uncatalogued materials catalogued and out for circulation.

NEW BUSINESS

Comptroller's Report

- Mark reviewed the Comptroller's Report (Annual Financial Report). The Comptroller's Report must pass the Board by a 3/5 majority vote.
- Christine made a motion to accept the Comptroller's Report.
- Judy seconded the motion.

- Unanimous approval.
- Mark will sign and submit the 3/5 Majority Vote Form along with the Comptroller's Report.

#### Disposal of Surplus Property

- Rachel would like to dispose of the 3 bookshelves and 1 cabinet with doors that have bowed and cracked under the weight of books in the children's area – those bookshelves were not intended to be used as a library installation.
- The shelving has no resale value in this case, as they are damaged.
- Judy made a motion to dispose of the above-mentioned items.
- Mark seconded the motion.
- Unanimous approval.

#### Election Terms – ByLaws update?

- Rachel further researched the election terms for Trustees with the County Clerk and Election Committee. Rachel obtained copies of all the old ballots.
- It has been determined that the Board Trustees serve 4 year terms. The term length was incorrectly filed by a former Director as 6 years. Rachel will re-file the updated/corrected Trustee list – which shows term length – after the April election.

#### Board of Trustees Vacancies

- Rachel had a couple prospective new Board members who have taken election packets to run for the 2 seats that will be vacant in April (Rachel's old seat and Christine's).

#### Review and Approve Purchase of Mobile Bookshelves for Picture Books, DVD/Blu-Ray Sleeves, and Picture Book Bins

- Rachel would like to purchase the above-mentioned items; however, they are over the threshold for Director expenditures.
- Rachel just received the quote from Demco for the mobile bookshelves, and she felt they are too expensive at this time (approximately \$13K).
  - Rachel hopes to find a creative solution, such as purchasing stationary bookshelves and having casters put on them.
- Rachel has an offer from the Carpenter's Union to build her picture book bins and donate the cost of the materials as well.
- Rachel will purchase the DVD/Blu-Ray sleeves slowly over time to avoid getting bogged down by a big project and large expense all at once.

#### Update on Return of Book Bin From Patron

- The patron still plans to return the book bin but has not done so yet.

#### Exemption for Administrative Employees

- Rachel has researched what qualifies as an exempt employee under Illinois Law. She has attached an information sheet for the Board to review.
- By law, there is no minimum number of employees Rachel needs to supervise to be an exempt employee herself.

#### Interim Director 60 Day Review/Discussion

- Rachel has been Interim Director for almost 60 days now! She is doing a fantastic job.
- Rachel is a little behind her timeline for hiring staff. The job ads have only been posted for 2 days, but so far she hasn't had any applicants.
  - Rachel will bring the library back to regular hours contingent on hiring her staff.

#### Notary Application

- Rachel would like to apply to become a notary. It would be a great service to offer patrons, and the cost will be minimal. The Board supports the idea.

#### OLD BUSINESS

##### Website Employee & Trustee Emails ([towandalibrary.org](http://towandalibrary.org) - [towandadistrictlibrary.org](http://towandadistrictlibrary.org))

- The websites have been successfully merged onto Squarespace by IT Solutions, for a charge of only about \$180.

##### Per Capita Grant

- Rachel will have the Per Capita Grant filed by the deadline.

#### CLOSED SESSION

##### Personnel

- Not Needed tonight.

#### HIRE FULL-TIME DIRECTOR

- Amy made a motion to hire Rachel Ballenger as the full-time Director of the Towanda District Library effective November 16, 2022.
- Judy seconded the motion.
- Unanimous approval.
- Audra composed the official job offer letter and presented it to Rachel.
- Rachel's PTO (paid time off) will be pro-rated for this fiscal year.

Mark motioned to adjourn the meeting.

Christine seconded the motion.

Unanimous approval.

Meeting adjourned at 8:30 pm.