

TOWANDA DISTRICT LIBRARY
MINUTES for September 20, 2022
Regular Meeting
7:00 PM

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

ABSENT: None

Meeting called to order at 7:00 pm.

PRESIDENT'S COMMENTS

- Audra highlighted for the members of the public present tonight a basic overview of the Open Meetings Act, the TDL Public Comment Policy, and the basics of what triggers a closed session.

PUBLIC COMMENT

- Margaret & Sam Clements and Jeanie Wager both requested in advance to speak.
- Margaret & Sam said their questions were answered prior to the meeting.
- Jeanie Wager informed the Board she is thankful TDL has let the 4H put up their display annually. She also asked for clarification regarding the potential of a contractual relationship with BPL. Christine answered her questions.

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Rochelle made a motion to accept the Minutes for the August Regular Meeting and the September 7 Special Board Meeting.
- Rachel seconded the motion.
- Unanimous approval.

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed the Treasurer's Report. All bills are paid current and the Per Capita Grant has been received.
- Judy made a motion to accept the Treasurer's Report and pay the bills.
- Rochelle seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT - None

BUSINESS

IPLAR – due 9/1

- Rachel submitted the IPLAR by the due date.

Per Capita Grant

- The Per Capita Grant will be submitted in December.
- All the Standards Chapter Reviews are complete.

Building & Maintenance Levy Ordinance

- Christine made a motion to accept the Tax Levy (Ordinance #22-03).
- Rochelle seconded the motion.
- Unanimous approval.

- Audra and Christine signed the Levy.

- The B&M Levy Ordinance, Certificate of Levy, B&A Ordinance (Tentative & Final), and the Truth in Taxation Certificate of Compliance will all be filed together with the County Clerk.

Truth in Taxation Certificate of Compliance

- This Certificate needs to be signed by Audra and states that TDL's levy did not exceed a 5% increase over the prior year.
- The Certificate will be filed with the County Clerk with the Levy.

Special Reserve Designation

- Mark calculated approximately \$2,300 will go into the Special Reserve this year. All total, there is about \$100,000 in Special Reserve at this time.
- Rochelle made a motion to transfer unexpended funds from the General Fund and Building & Maintenance Fund (excluding Social Security and Insurance & Liability Funds) into the Special Reserve.
- Rachel seconded the motion.
- Unanimous approval.

Designated Board Member to file B & M Levy Ordinance in September

- Mark volunteered to file all the signed legal documents with the County Clerk after tonight's meeting.

2023 TDL Closure Dates

- Rachel has prepared a proposed list of 2023 Closure dates for Towanda District Library.
- Christine made a motion to accept the 2023 TDL Closure Dates, with the addition of 6/19/23 as a closure date for Juneteenth.
- Judy seconded the motion.
- Unanimous approval.

Website Employee & Trustee Emails (towandalibrary.org - towandadistrictlibrary.org)

- Tabled until next meeting.

Spring Election – Nominating Petitions starting 9/20

- Rachel has the nominating petitions for Board members eligible for re-election in the Spring 2023 election. They are: Audra, Rochelle, Christine, and Rachel.
- Trustees and would-be Trustees can begin circulating their petitions today.

OMA certification & FOIA certification – Rachel and Judy

- Rachel completed her OMA and FOIA certifications.
- Judy has not yet completed hers. Audra will meet with Judy to help her log in to the system and complete the training.

Getz annual fire extinguisher inspection

- Jen Zufal's notes said this was done in January 2022. It will need to be scheduled for January of 2023.

Review of Policy "Disposal of Library Property Policy"

- The purpose of this policy is to prevent items – including both books in the collection and library furniture/fixtures - from being discarded without the knowledge of the Board, as has happened in the past.
- Mark made a motion to accept the Disposal of Library Property Policy.
- Rochelle seconded the motion.
- Unanimous approval.

Review of Policy "Cyber Security Policy"

- The purpose of this policy is to protect TDL when there is employee turnover from losing control of online accounts and devices.
- Rochelle made a motion to accept the Cyber Security Policy.
- Judy seconded the motion.
- Unanimous approval.

Employee Handbook Revisions

- The HR Source lawyer TDL utilizes recommended additional changes to the TDL employee handbook. The revisions fall under the "Disciplinary Actions, Remediation, and Employee Dismissal" section.

DISCIPLINARY ACTIONS, REMEDIATION, AND EMPLOYEE DISMISSAL

If a need for remediation occurs, a written warning will be given, which is signed by the staff member and the staff member's supervisor. If the behavior is not rectified within a reasonable period of time, a second written warning will occur with a performance improvement plan that will be administered. It will define the violation, action, and consequences for failure to improve. The violation will be documented, given to, and signed by the staff member and the staff member's supervisor. If behavior is not rectified after two written warnings, termination will be considered.

- Judy made a motion to accept the revisions to the Employee Handbook and page 8.
- Christine seconded the motion.
- Unanimous approval.

Director Search/Contracting of Library Services/Interim Director/Recruitment Firms

- Two additional applicants submitted resumes via Indeed. Neither resume included any prior experience working in a library or an MLS degree. Both applicants were declined.
- Judy obtained quotes from 3 additional recruitment firms: Abbey Placements, Primrose Partner, and Pride Staff. These bids were obtained as a point of comparison with the Adkisson Consultants bid that was discussed on 9/7/22.
- Rachel also submitted her own Interim Director Proposal, which includes her desired pay rate, calendar of proposed library hours starting tomorrow through January 2023.
 - Bushue Background Screening successfully completed a background screen on Rachel.

Issuing New Library Cards

- There have been a couple of requests from new patrons needing library cards.
- Rachel will reach out to them to see about issuing the new cards.

CLOSED SESSION

- Rochelle made a motion to move to executive session to discuss personnel “appointment, employment, compensation, discipline, performance, or dismissal” as allowed under 5 ILCS 120/2(c)(1).
- Judy seconded the motion.
- Unanimous approval.
- Entered executive session at 7:52 pm.
- Returned from executive session at 8:33 pm.

Board Member Resignation

- Rachel submitted her resignation as a Board of Trustees on the Towanda District Library Board.

Appoint Interim Director

- Rochelle made a motion to appoint Rachel Ballenger as Interim Director of the Towanda District Library for a 3-month period (9/21/22-12/31/22) with the library open 20 hours/week. This agreement includes closing the library to accommodate Rachel’s vacation on 10/27-11/9.

- Judy seconded the motion.
- Unanimous approval.

Judy motioned to adjourn the meeting.

Rochelle seconded the motion.

Unanimous approval.

Meeting adjourned at 8:44 pm.