

**Toulon Public Library District Board of Trustees Meeting
August 12, 2019**

The meeting of the Toulon Public Library District Board of Trustees was called to order at 7:00 p.m. Judy Beamer, Melanie Boudreau, Roberta Cinnamon, Janet Curry, Jennifer Nutzhorn, Mark Wilson, and Director Michael Baumann were present. Pat Brown was absent.

Approval of Agenda: Roberta made a motion to approve the agenda. Jan seconded the motion; motion approved unanimously. No public comments.

REPORTS

Secretary: Judy made a motion to approve the secretary's report from the June 10, 2019 meeting. Jennifer seconded the motion; motion approved unanimously.

Correspondence: Linda Ranieri requested to meet with the Board, but did not appear at the August 12th Board of Trustee meeting.

Treasurer: Roberta made a motion to approve the treasurer's report and pay the bills. Judy seconded the motion; motion approved unanimously with a roll call vote.

Director: Jan made a motion accept the Director's Report. Jennifer seconded the motion; motion approved unanimously.

SPECIAL ORDERS

Budget and Appropriation Hearing: Mark motioned to halt the regular meeting and hear public comment. Jennifer seconded; motion approved. Mark halted the meeting and opened for public comment. No one was present to comment. Mark motioned to close and resume the regular meeting. Jan seconded; motion approved unanimously with a roll call vote; regular meeting was resumed.

UNFINISHED BUSINESS

Per Capita Grant Trustee Education: Tabled until September.

NEW BUSINESS

Budget and Appropriation Ordinance 19-4: Jan made a motion to approve Budget and Appropriation Ordinance 19-4 (10.5% increase). Judy seconded the motion; motion approved unanimously with a roll call vote.

Secretary's Audit (review and certify 2017-2018 Secretary's Minutes): Mark made a motion to appoint Melanie and Jan to review and certify the 2018-2019 Secretary's Minutes.

Electrical Supplier, Homefield Energy Contract Sept. 2019-Sept 2020: Roberta made a motion to approve the Homefield Energy Contract, Sept. 2019-Sept 2020. Jennifer seconded the motion; motion approved unanimously.

Year End Transfer (\$11,569.31): Jennifer made a motion to approve the year end transfer of \$11,569.31 to the Building Fund. Judy seconded the motion; motion approved unanimously with a roll call vote.

New Capital One Spark Business Visa Account: Roberta made a motion open a New Capital One Spark Business Visa Account. Melanie seconded the motion; motion approved unanimously with a roll call vote.

Updated Job Descriptions with salary range, education requirements and unified format: Melanie made a motion to adopt the new updated job descriptions. Judy seconded the motion; motion approved unanimously.

Updated Personnel Policy: Jennifer made a motion to approve updates to the Personnel Policy. Roberta seconded the motion; motion approved unanimously.

Updated Personnel Manual: Jennifer made a motion to approve the updated Personnel Manual. Roberta seconded the motion; motion approved unanimously.

Updated Working Budget: Judy made a motion to approve the updated Working Budget. Roberta seconded the motion; motion approved unanimously with a roll call vote.

ADJOURNMENT

Judy made a motion to adjourn the meeting. Melanie seconded the motion; motion approved unanimously. The meeting was adjourned at 8:15 p.m.

The date for the next regular meeting is Monday, Sept. 9, 2019 at 7:00 p.m.

Respectfully submitted,

Roberta Cinnamon, Secretary