

**Toulon Public Library District Board of Trustees Meeting
November 8, 2021**

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

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

REPORTS

Secretary: Jennifer made a motion to approve the secretary's report from the September 13, 2021 meeting. Jan seconded the motion; motion approved unanimously.

Correspondence:

Treasurer: Roberta made a motion to approve the treasurer's report and pay the bills. Mary 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

UNFINISHED BUSINESS

NEW BUSINESS

Use recent donation of \$25k to pay off building \$25,088.30: Jennifer made a motion to approve use the \$25k donation to pay off the building \$25,088.30. Roberta seconded the motion; motion approved unanimously with a roll call vote.

Discuss Serving Our Public 4.0 Per Capita Requirement: Michael shared the Per Capita Requirement.

Approve Per Capita Grant Submission: Roberta made a motion to approve the Per Capita Grant Submission. Mary seconded the motion; motion approved unanimously.

Cell/Audio Visual conduct policy revision/update/review: Mary made a motion to approve the Cell/Audio Visual conduct policy update. Jan seconded the motion; motion approved unanimously.

Add Cyber liability endorsement to Insurance Coverage: Roberta made a motion to approve adding Cyber liability endorsement to Insurance Coverage. Jennifer seconded the motion; motion approved unanimously with a roll call vote.

Covid-19 and Christmas extra payment (25th paycheck for all employees): Mary made a motion to approve the Covid-19 and Christmas extra payment (25th paycheck for all employees). Jan seconded the motion; motion approved unanimously with a roll call vote.

November Closing at 3 pm the 24th. Closed the 25/26: Roberta made a motion to close November 24 @ 3:00 pm and close November 25th & 26th. Jennifer seconded the motion; motion approved unanimously.

December Closing at 3 pm the 23rd, Closed 24th, 27th, and 31st: Jennifer made a motion to close December 23 @ 3:00 pm and close November 24th, 27th, and 31st. Roberta seconded the motion; motion approved unanimously.

January Closed the 3rd: Roberta made a motion to close the library January 3, 2022. Mary seconded the motion; motion approved unanimously.

ADJOURNMENT

Jennifer made a motion to adjourn the meeting. Jan seconded the motion; motion approved unanimously. The meeting was adjourned at 7:42 p.m.

The date for the next regular meeting is Monday, December 13, 2021 at 7:00 p.m.

Respectfully submitted,

Roberta Cinnamon, Secretary