Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, October 15, 2024, 5:00 p.m.

Present: Ryan Reitmeier Ben Robinson Ann Chandler Heather Sutton Terri France Erin Driskill Cathy Robertson

Public: None

Absent: Jim Olive Peggy Brown

I. President Chandler called the meeting to order at 5:00 p.m.

II. Approval of Minutes – Motion to accept minutes from the September 17, 2024, regular board meeting and executive session (Driskill/Robinson) was approved unanimously.

1. Public Forum – none
2. Librarian’s Report:
	* 1. Director Reitmeier stated that previous financial reports did not include income from Certificates of Deposit. Going forward this will be included.
		2. Monthly financial reports will be run on the Friday before board meetings are held.
		3. Director Reitmeier acknowledged a donation from Melissa Driskill and her bunco club.
		4. During Fire Safety Week in early October, TPL partnered with TFD. Groups of children visiting the fire station also visited the library and took part in activities.
		5. After Reitmeier compared rates available locally, TPL’s CD is earning 4.3% at First National Bank.
		6. Reitmeier is applying for a grant that funds online certification courses. The deadline for application is October 18.
		7. The annual audit of all City departments has begun. TPL will take part.
		8. Reitmeier is planning more staff training sessions which could be held before doors open to the public.
		9. Reitmeier purchased a small TV that will be used to ensure that returned DVDs are working.
		10. The Seed Library has so many seeds that labeling is taking some time! It should be open soon.
		11. Because many updates have been made to TPL’s policy manual in recent years the director will print new copies.
3. Executive Session (if necessary) – none
4. Motions Pertaining to Executive Session (if necessary) - none
5. Financial Reports
	1. Current Bills – A motion (France/Sutton) to approve the current expenditures in the Operating Fund passed by unanimous roll call.
	2. Capital Fund –A motion (Robinson/Driskill) to approve the current expenditures in the Capital Fund passed by unanimous roll call.
	3. Operating Receipts: The board reviewed current receipts and financial data.

1. President’s List –
	1. Exterior Lighting remains on the list. The contractor is behind schedule but is expected to visit TPL to share options for fixtures and give an estimate.
	2. Inventory of Technology and Library Assets is in progress. Reitmeier shared a draft of the inventory with the board.
2. Standing Committee Reports
	1. Finance Committee – An updated Year to Date report was not available from the Treasurer’s office as of the board meeting date.
	2. Building Committee – No action taken.
	3. Technology – No action taken.
	4. Personnel – No action taken.
	5. Long Range Planning – No action taken.
3. Old Business
	* 1. Update on bids for West Side Soffit Repair, Exterior Lighting – see President’s List. Henson Robinson will meet with Reitmeier this week regarding the soffit repair.
		2. Reitmeier is awaiting a response from the owner of the vacant lot at 107 W. Vine St.
		3. Inventory Update – see President’s List.
		4. United Way of Decatur & Mid-Illinois is interested in acting as the 501(c)3 organization assisting TPL in bring Dolly Parton’s Imagination Library to Taylorville and all Christian County. UWD has already partnered with Imagination Library for Macon, Dewitt, and Shelby counties. UWD would complete all required paperwork; TPL would need to raise funds to cover the cost of mailing books to children, ages birth through 5, who enroll. Reitmeier will seek potential sponsors to help with the cost which will be approximately $5000/year. He will contact the Illinois director for Imagination Library to get the process started, and he will reach out to potential donors. (It was noted that Reitmeier contacted United Way of Christian County to ask if they could assist, but with only one part-time employee, this did not fit into their local mission.)
4. New Business
	* 1. Trustees reviewed Chapters 11, 12, & 13 of Serving our Public 4.0 as mandated.
		2. Numbers for the upcoming Tax Levy are not yet available.
		3. Reitmeier will meet with Jason, TPL’s tech consultant, to finalize numbers for replacing at least eight (8) patron computers and monitors. All will be hardwired. Each PC will cost $650; each monitor will cost $149. The price to hardwire all is $580. TPL currently has 10 patron computers due for replacement under the technology plan, but Reitmeier stated he has never seen all ten in use at once. He will keep two of the current computers on hand. The current budget contains $10,000.00 for computer replacement.
		4. The clip on the flagpole failed again. Funds to fix it are included in the current budget so Reitmeier will begin the project.
		5. Trustees were given a copy of the current Patron Conduct Policy and the Unattended Children Policy to review before the next meeting.
5. The meeting adjourned at 5:47 p.m.