Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, November 15, 2022, 5:00 p.m.

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

Public: none

Absent: Peggy Brown, Jim Olive, Heather Sutton

1. President Chandler called the meeting to order at 5:05 p.m.
2. Approval of Minutes – Minutes from the October 18, 2022, regular meeting (Driskill/Robinson) were approved unanimously.
3. Public Forum – none
4. Librarian’s Report:
	1. Circulation report – reviewed
	2. Community Room Activity report - reviewed
	3. Gifts & Memorials report - reviewed
	4. Director’s Comments:
		1. Director Reitmeier reported that the recently installed exterior west door wouldn’t fully close. Staff can close and lock the interior door to secure the building. The door is under warranty and a service call has been scheduled.
		2. The Per Capita and Equalization grant award is calculated using a percentage of the city’s population. The 2020 census found that Taylorville’s population had decreased. Therefore, the award for the coming year will be lower.
		3. Reitmeier will apply for the Libraries Transforming Communities grant for the coming year. TPL also received a $1000 grant from Penguin Publishing which will offset collection costs.
		4. Painting night was a hit! Thirty-five people attended this program.
		5. Kroger Corporation will hold a Job Fair at TPL in advance of the store’s reopening.
		6. Reitmeier will be interviewed on WTIM radio on Nov. 27 at 9:00 a.m. to discuss what’s happening at TPL.
		7. Reitmeier will visit TJHS to show staff and students how to use “Libby” audiobook software.
		8. Reitmeier reported that within the next couple of year the Illinois Heartland Library System (IHLS) will likely transition from workers at the facility moving materials to an Automatic Material Handler (AMH.) The AMH will sort materials shared by libraries within the system. TPL is part of the system, frequently requesting materials for patrons. If this change occurs, IHLS will required all member libraries to place new bar codes on the outside of all their materials. This will be costly and time consuming. Reitmeier will keep the board updated as decisions are made.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
	1. Current Bills – Approval of the current expenditures with the addendum in the Operating Fund (France/Robertson) unanimous roll call.
	2. Capital Fund – There were no expenditures from the Capital Fund.
	3. Operating Receipts: Board reviewed an updated balance sheet.
7. President’s List
	1. “Newsletter” is in progress. Patrons are signing up to receive the newsletter via email. Reitmeier is looking at newsletter services used by other libraries.
8. Standing Committee Reports
	1. Finance Committee
		1. The year-to-date FY2023 Financial Report showed that 88% of anticipated revenues have been received. TPL will receive one more tax installment for this fiscal year. Total expenditures are 75.86% of the amount budgeted.
		2. A motion (Robinson/Driskill) to approve the proposed 2022 Tax Levy paid in 2023in the amount of $307,888.01 was approved unanimously. As required by law, the levy would be divided into two funds: 0.02% ($30,423) for Building/Maintenance and 0.6% ($277,465) for corporate expenses. TPL has requested the maximum levy which is 104.99% of the prior year’s extension. Because of an increase in the Consumer Price Index, TPL could receive an increase of as much as $14,633 over the current year’s levy.
	2. Building Committee
		1. Reitmeier has received estimates from two contractors for repairs to the roof/fascia on the north side of the building. He is looking for at least one more estimate to present to the board.
	3. Technology
		1. Reitmeier continues to gather information on copier contracts. He has created a spreadsheet showing the printers TPL owns. He shared the spreadsheet with the board. The current contract for the copier used by staff and patrons expires in February.
	4. Personnel – No action taken
	5. Long Range Planning – Reitmeier will present updates to the Long Range Plan at a committee meeting following the regular December board meeting.
	6. Old Business - No action taken.
	7. New Business
		1. Oath of Office – no action taken
		2. The Board Orientation PowerPoint, created by Director Reitmeier, was given to the trustees.
		3. The board reviewed Chapters 1 & 2 of “Serving our Public” (Core Standards & Governance and Administration) as required for the Per Capita and Equalization Grant.
9. Motion to adjourn (France/Robinson) at 5:45 p.m. was unanimously approved.