Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, April 18, 2023, 5:00 p.m.

Present: Ryan Reitmeier Heather Sutton Ann Chandler Erin Driskill Jim Olive Ben Robinson Cathy Robertson Abbey Turner

Public: None

Absent: Terri France & Peggy Brown

1. President Chandler called the meeting to order at 5:00 p.m.
2. Approval of Minutes – Minutes from the March 21, 2023, regular meeting (Sutton/Turner) 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 stated all Taylorville Public Library trustees are designated signers for TPL’s checking accounts. Those trustees are President Ann Chandler; Vice President Peggy Brown; Secretary Cathy Robertson; and Trustees Terri France, Jim Olive, Erin Driskill, Ben Robinson, Heather Sutton, and Abbey Turner.
      2. Reitmeier has prioritized replacement of the building’s emergency exit doors. He is actively searching for a contractor.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
   1. Current Bills – Approval of the current expenditures in the Operating Fund with addendum (Driskill/Robinson) by 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 - No changes.
8. Standing Committee Reports
   1. Finance Committee
      1. The year-to-date FY2023 Financial Report showed that 96.65% of anticipated revenues have been received. Total expenditures are 105.98% of the amount budgeted. Salary reimbursement to the City and payment for the automatic doors were items to be paid in FY22, but didn’t clear until FY23.
      2. Reporting dates for the financial spreadsheets reviewed by the board will be cut off several days prior to board meeting dates to provide a clear picture. Ending numbers have all been correct in the past, but the director has been running the reports on the day of the board meeting. Not all transactions had been posted for the days included in those reports. Reitmeier stated that year-to-date reports from the City are being given to the library in a timely manner.
      3. Director Reitmeier presented the final FY2024 Plan of Service and Operating Budget which contained a few revisions. A motion (Robertson/Olive) to approve FY2024 Plan of Service and Operating Budget with updates was approved unanimously. Reitmeier stated this budget is balanced with anticipated revenues for the coming fiscal year.
   2. Building Committee – No action taken.
   3. Technology – No action taken.
   4. Personnel – No action taken.
   5. Long Range Planning – No action taken.
   6. Old Business - No action taken.
   7. New Business
      1. The board reviewed proposed library closure dates for the coming year. Reitmeier will take the list to the staff for their input. The board will vote next month.
      2. A motion (Driskill/Robinson) to approve FY2024 board meeting dates as presented passed by voice vote with the option for trustees to select a different date in November as the listed date is just prior to Thanksgiving. A decision will be made by October.
      3. Board Bylaws were reviewed. No changes were made.
      4. The board was given an updated list of trustees’ contact information.
9. Motion to adjourn (Sutton/Turner) at 5:35 p.m. was unanimously approved.