Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, October 17, 2023, 5:00 p.m.

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

Public: None

Absent: Peggy Brown

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

1. Approval of Minutes – Minutes from the September 19, 2023, regular meeting (Turner/Sutton) were approved unanimously. These minutes were corrected to record the motion being made by Robinson and seconded by Turner. Approval of minutes for the September 19, 2023, closed session will be placed on the board’s November agenda.
2. Public Forum – none
3. 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 speaking with Vice President Brown regarding a TPL display for Taylorville Park District’s Christmas in the Park. Reitmeier plans to have a display ready for the event.
      2. Reitmeier reported that TPL is experiencing issues with Microsoft authorization and registration. He stated that fixing the issues may require IT help and will keep the board apprised of costs involved.
      3. The director visited Edinburg schools to talk about Cards for Kids and to promote participation on a Teen Advisory Board. He is scheduling visits to TPL for interested schools.
      4. TPL’s annual book sale brought in $660 and helped clear space for new offerings. Reitmeier stated that Morgan Ebert worked diligently to organize the sale. She tagged some sale books and “free.” Shoppers loved this!
      5. Reitmeier stated he and Ebert plan to attend the ILA conference in Springfield next week.
      6. Reitmeier is considering options for replacing carpet as needed in the future.
4. Motions Pertaining to Executive Session – see above.
5. Financial Reports
   1. Current Bills – A motion (France/Driskill) to approve the current expenditures in the Operating Fund passed by unanimous roll call.
   2. Capital Fund – No expenditures this month.
   3. Operating Receipts: Board reviewed an updated balance sheet.
6. President’s List – No changes
7. Standing Committee Reports
   1. Finance Committee
      1. The year-to-date FY2024 Financial Report was reviewed. It was noted that 74% of anticipated revenues have been received, and 39.92% of budgeted funds have been expended five months into the 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 - None
   7. New Business
      1. A motion (Sutton/Olive) to accept the bid of $27,558.00 from Christy-Foltz Inc. for replacement of emergency exit doors and door frames was approved by unanimous roll call. Christy-Foltz was the lone bidder. Christy-Foltz will remeasure. Doors and frames will be painted in their shop prior to installation with touch ups as needed. C-F plans to replace one door a day so the library can remain open and comfortable for patrons.
      2. Tax Levy Presentation was tabled until October as Director Reitmeier hadn’t received the needed figures.
      3. A motion (Robinson/Driskill) to hire Erin Crommett as Programming and Outreach Manager (29 hrs/wk) was approved by unanimous roll call.
      4. After discussion, trustees agreed to hold the November board meeting on the regularly scheduled third Tuesday of the month.
      5. Board members agreed that since employees are required to dress in business casual fashion, trustees should do so as well for board meetings and functions.
8. Motion to adjourn (Turner/France) at 5:25 p.m. was unanimously approved.