

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, November 16, 2021 5:00 p.m.

Present: Ryan Reitmeier Peggy Brown Terri France  
Jim Olive Heather Sutton Ann Chandler  
Ben Robinson Gary Merker Erin Driskill

Public: none

Absent: Cathy Robertson

- I. President Chandler called the meeting to order at 5:00 p.m.
- II. Approval of Minutes – Minutes from the Oct. 19, 2021, regular meeting and executive session (France/Brown) were approved unanimously.
- III. Public Forum – none
- IV. Librarian’s Report:
  - a. Circulation report – reviewed
  - b. Community Room Activity report - reviewed
  - c. Gifts & Memorials report - reviewed
  - d. Director’s Comments:
    - i. Reitmeier reported the library has been experiencing tech difficulties. Staff is trying to deal with it but it may be necessary to call in professionals.
    - ii. The signage in the library will be updated.
    - iii. All employees are vaccinated. Staff and patrons will continue to wear masks.
    - iv. Sunny Knoll Landscaping has completed the west side landscaping, but have not started on the brick work yet. They plan to start in December when additional employees are available.
    - v. Requirements for the Per Capita grant will be discussed next month.
    - vi. New members were sworn in as board trustees.
- V. Motions Pertaining to Executive Session - none
- VI. Financial Reports
  - a. Current Bills – Approval of the current expenditures in the Operating Fund with addendum (Merker/Sutton) unanimous roll call.
  - b. Capital Fund –Approval of the Capital Fund expenditures (France/Olive) unanimous roll call.
  - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List
  - a. Removed “Overdue Fines.”
- VIII. Standing Committee Reports
  - a. Finance Committee
    - i. Board reviewed the YTD budget report.
    - ii. A motion (Merker/Robinson) to approve the proposed 2021 tax levy paid in 2022 was approved unanimously.

- b. Building Committee
  - i. Automatic Doors – The actual doors will ship on the 18<sup>th</sup>. Still in progress.
  - ii. Sunny Knoll Invoice – Reitmeier decided to forego the cleaning of the outdoor light fixtures for 6 hours at \$75/hour. This will be revisited in the spring.
- c. Technology – No action taken.
- d. Personnel – No action taken.
- e. Long Range Planning – No action taken. Committee will meet in December.
- f. Old Business
  - i. TPL will upgrade their router earlier than planned. This new router will include a filter which is a federal requirement for the Bouncing Back grant. The grant will cover the cost.
- g. New Business
  - i. A motion (Driskill/Brown) to return to the previous meeting room policy was approved unanimously.
  - ii. TPL needs to put a Volunteer Policy in place. Reitmeier will bring a draft to the December meeting.

IX. Motion to adjourn –at 5:37 p.m. was unanimously approved.