Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, December 19, 2023, 5:00 p.m.

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

Public: None

Absent: Peggy Brown Heather Sutton Abbey Turner

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

1. Approval of Minutes – Minutes from the November 21, 2023, regular meeting (Olive/Driskill) were approved unanimously.
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 that work on library signage is nearly completed using funds from a memorial in honor of Mary Jo Shoemaker. Reitmeier will order a plaque acknowledging the memorial.
      2. Reitmeier reported Programing and Outreach Manager Erin Crommett, assisted by Katarina Rhodes, worked extremely hard to create a wonderful display for Christmas in the Park. Crommett also led holiday events at the library.
      3. TPL will cut back on magazines subscriptions that patrons do not use.
      4. TPL is in full compliance to apply for the annual Per Capita grant.
4. Motions Pertaining to Executive Session – see above.
5. Financial Reports
   1. Current Bills – A motion (France/Robinson) to approve the current expenditures with addendum 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 – Emergency and Community Room Door Replacement has been removed.
7. Standing Committee Reports
   1. Finance Committee – Seven (7) months into the current fiscal year, TPL has received 88% of anticipated revenue and expended 48% of budgeted funds. Spending on collections will occur over the next two to three months.
   2. Building Committee – No action taken.
   3. Technology – No action taken.
   4. Personnel – No action taken.
   5. Long Range Planning – The LRP Committee will meet in January 20224 following the regular board meeting.
   6. Old Business
      1. Christy Foltz has installed all emergency exit doors but one. The doors and trim were painted on site and look great!
      2. Reitmeier hired an ERATE consultant as previously discussed. The filing process has begun.
   7. New Business
      1. PLAW, a state law going into effect on January 1, 2024, requires employers to provide 1 hour of paid leave per 40 hours worked. TPL’s policies meet all the standards under this new law, but some revisions of wording and procedures were needed. A motion (France/Olive) to accept the personnel policy as amended for compliance with PLAW was approved unanimously.
      2. Trustees reviewed updated Appendices for the policy manual.
      3. Reitmeier is working to bring TPL into the Imagination Library Program. The program provides children with two books per year for up to ten years. The State of IL partners with Imagination Library and pays 50% of the cost of $26 per child. The remaining cost is usually covered by local 501 C (3) organizations.
   8. Motion to adjourn (Robinson/Olive) at 5:25 p.m. was unanimously approved.