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

Present: Ryan Reitmeier Heather Sutton Ann Chandler Peggy Brown Cathy Robertson Terri France Ben Robinson

Public: none

Absent: Erin Driskill, Jim Olive

1. President Chandler called the meeting to order at 5:05 p.m.
2. Approval of Minutes – Minutes from the December 20, 2022, regular meeting (France/Sutton) and the opening of Executive Minutes 18 months or older (Robertson/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 stated that the county will mail economic interest forms to all TPL trustees. Forms must be completed and returned to the County Clerk’s office.
		2. Reitmeier will have 1099s completed and mailed to contractors by the end of the month as required.
		3. Though it isn’t due until the end of June, the director has begun work on the IPLAR report which collects data from public libraries statewide.
		4. Reitmeier spoke with representatives from TPD and Safe Passage about hotel vouchers for homeless people who have inquired at TPL. He was told the voucher are available through the police department and Safe Passages, and the best course of action for TPL staff would be to send anyone inquiring to the police station for assistance.
		5. Reitmeier will purchase shirts with TPL’s logo for the staff as Christmas gifts.
		6. Website issues relating to what books are at TPL are being addressed.
		7. Explore More IL is a feature that can give library card holders discounts on tickets and admissions to attractions. It has been added to TPL’s website. There is no cost to the library.
		8. Reitmeier stated that a RUSA (Reference Users Service Agency) grant could provide funding for libraries to assist persons with hearing impairments. He has just begun the process.
		9. Paint Night keeps filling up! TPL will continue this very successful programming.
		10. A tax payment of about $4000 has just been received.
		11. In looking through library records, Reitmeier has learned that TPL is supposed to be the holder of all documents associated with the discovery and cleanup of the Ameren/CIPS coal gasification site adjacent to Manners Park. TPL has no documents. It will be sent to the library.
		12. Reitmeier expect the coming Per Capita grant from the state to be about $12,000.
		13. The director is contacting other libraries to learn what newsletter services they use. ”Wowbrary,” which is used by several would cost TPL about $375/year.
		14. Reitmeier previously 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, and Reitmeier is part of the group studying this transition. 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. TPL will soon begin receiving a large quantity of new materials. Reitmeier would like specifics on readying materials for the AMH so that bar coding will be done in a way that is readable by the AMH, but those details haven’t been determined. He will continue to monitor the process and keep the board informed.
		15. TPL continues to offer training on the use of “Libby” in area schools with an emphasis on high schools and jr. high schools. *Peggy Brown joined the meeting at 5:23 p.m.*
5. Motions Pertaining to Executive Session - none
6. Financial Reports
	1. Current Bills – Approval of the current expenditures in the Operating Fund with addendum (France/Sutton) 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 – “Newsletter” is off the list. The first edition will come out in February.
8. Standing Committee Reports
	1. Finance Committee
		1. The year-to-date FY2023 Financial Report showed that 93% of anticipated revenues have been received. Total expenditures are 89.35% of the amount budgeted.
	2. Building Committee
		1. Christy Fultz contractors has confirmed that TPL is one the schedule for repairs to the roof/fascia damage on the north side of the building. Reitmeier will ask Christy Fultz about pricing for upgrading to commercial size downspouts.
	3. Technology – No action taken
	4. Personnel
		1. The Personnel Committee will be after the February regular meeting. All trustees were given a copy of the director’s evaluation form. President Chandler asked that all review the document. Any thoughts should be given to a committee member. Committee members are asked to complete a rough draft of the document for the February meeting.
	5. Long Range Planning
		1. Trustees received a final copy of the Long Range Plan 2022-2024.
		2. Of the seven goals, President Chandler calculated 53% were completed; 27% were in progress; and 20% had not yet been addressed. She stated she is happy with the progress as we are only 6 months into this three-year plan.
	6. Old Business - No action taken.
	7. New Business
		1. Oath of Office – no action taken
		2. The board reviewed Chapters 5, 6, & 7 of “Serving our Public” (Building Infrastructure and Maintenance; Safety; and Collection Management) as required for the Per Capita and Equalization Grant.
		3. All trustees were given a copy of the director’s evaluation form. President Chandler asked that all review the document. Any thoughts should be given to a committee member. Committee members are asked to complete a rough draft of the document for the February meeting.
9. Motion to adjourn (Sutton/France) at 5:35 p.m. was unanimously approved.