Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, January 21, 2025, 5:00 p.m.

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

Public: None

Absent: Peggy Brown

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

II Approval of opening of Executive Board meeting minutes 18 months or older. A motion (France/B. Robinson) to open executive session minutes from February 21, 2023, was unanimously approved.

III Approval of Minutes – Motion (Driskill/Olive) to accept minutes from the December 17, 2024, regular board meeting with executive session was approved unanimously.

IV Public Forum – None

V Librarian’s Report:

* + 1. Director Reitmeier informed trustees that Economic Interest Forms will be mailed to them from the county.
    2. Reitmeier stated that TPD purchased eight (8) new computers. All are hardwired. Speed has doubled. Some additional peripherals such as keyboards and mice were replaced. Total cost was $7927.00 with $10,000.00 budgeted for the project.
    3. The two new hires have been training. The decision to increase the 10.5 hour per week position filled by Mindy Hill to 17 hours per week has worked out well.
    4. The FY 24 Audit has been completed with all requested documents submitted.
    5. Reitmeier had the water fountain fixed when it stopped working again. Cost for repair was $90.00.
    6. First Mid Illinois required a new security pledge for TPL and an agreement update. Finance Chair France worked with First Mid Illinois to complete both.
    7. Duties of Mary Ann Lowry, the Reference Aide who retired at the end of 2024, are being divided between Reitmeier and Asst. Director Morgan Ebert.
    8. Reitmeier is working on issues with hot spots running out of data and shutting off.
    9. TPL has spent $22,000.00 of its $45,000.00 library materials budget. Reitmeier is preparing to spend another $10,000.00 soon.
    10. The timing of credit card statements received in the mail is problematic. The most recent was received four (4) days before the due date, resulting in a late fee. Statements are available earlier online, but auditors caution that a printout of this is not necessarily acceptable documentation. It was agreed that Reitmeier should print the online statement, send the payment, then attach the statement that comes later in the mail for his files.

VI Executive Session - None

VII Motions Pertaining to Executive Session (if necessary) – None

VIII Financial Reports

* 1. Current Bills – A motion (France/Sutton) to approve the current expenditures in the Operating Fund passed by unanimous roll call.
  2. Capital Fund – A motion (B. Robinson/Sutton) to approve the current expenditures in the Capital Fund passed by unanimous roll call.
  3. Operating Receipts: The board reviewed current receipts and financial data.

1. President’s List
   1. Exterior Lighting was tentatively removed from the list. Materials are ordered. Installers are waiting for favorable weather.
   2. Inventory of Technology and Library Assets was removed from the list.
2. Standing Committee Reports
   * 1. Finance Committee – Eight (8) months into the fiscal year, TPL has received 98.13% of anticipated revenue and expended 61.05% of budgeted funds. Chairman France noted that these are healthy numbers.
     2. Building Committee – No action taken.
     3. Technology – No action taken.
3. Personnel – No action taken. The committee will meet after the regular February board meeting to discuss the director’s annual evaluation.
4. Long Range Planning – Director Reitmeier presented TPL’s Long Range Plan for FY 2025 – 2027. In the plan, 34 objectives are on-going. These will remain a part of TPL’s routine. Eighteen (18) objectives are in progress; twelve (12) are not yet started; and five (5) have been completed. Chandler reminded the board that we are six months into this is three-year plan.
5. Old Business
   * 1. Update on bids for West Side Soffit Repair, Exterior Lighting, Flag Pole Repair:

Henson Robinson declined to take the soffit repair job. Reitmeier will look for a different contractor. TPL paid Carmean Electric $1387.50 for materials for Exterior Lighting. Carmean gave a total estimate of $2775.00 for this project. TFD assisted with Flag Pole Repair. It is a temporary fix. Work on a permanent solution will occur when weather improves.

* + 1. The United Way of Macon County will set up and maintain the database required to proceed with Imagination Library.
    2. Trustees completed a first reading of Library Policy 3-2 (Equipment Use Policy.) Reitmeier proposed lowering the cost of some portions of copying, faxing, and printing for patrons. He believes costs should be recouped, but there should be no profit. He projects that, if approved, these changes will result in the loss of around $200 annually.

1. New Business
   * 1. Information for the Per Capita and Equalization Grant has been reported and application for the new grant cycle is underway.
     2. Personnel Committee members are asked to complete the Library Director evaluation instrument prior to the next committee meeting on February 18. Trustees not on the committee are welcome to complete the evaluation form and submit it to President Chandler before February 18.
     3. Court dates have been set for two patrons: one accused of causing damage to a downspout on the building and the other accused of causing disturbances in the library. Both have been banned from TPL. Reitmeier stated that the matter is in the hands of TPD and the courts.
2. Motion to Adjourn – 5:41 p.m.