Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, May 21, 2024, 5:00 p.m.

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

Public: None

Absent: Peggy Brown Cathy Robertson

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

1. Approval of Minutes – Minutes from the April 16, 2024, regular meeting (Sutton/Robinson) were approved unanimously.
2. Public Forum – none
3. Librarian’s Report:
   1. Circulation report – reviewed
   2. Community Room Activity report - none
   3. Gifts & Memorials report - none
   4. Director’s Comments:
      1. TPL is currently collecting donations for the Summer Reading Program from local businesses.
      2. Director Reitmeier is collaborating with Programming Outreach Manager Erin on different programming initiatives. There is currently a poetry contest taking place along with paint and movie nights. TPL is also collaborating with the Christian County Prevention Coalition for Mental Health Awareness Month.
      3. The Summer Reading Program guide is up on TPL’s website and social media. The pool party will be held at the YMCA instead of Manner’s Park this year.
      4. TPL continues to host visits from area schools. Reitmeier is working to automate the process of signing the students up for library cards. He will work through any hurdles with the school administrators.
      5. Reitmeier is working with the Fire Chief to scheduled AED training.
      6. The County Tax Levy has been approved.
4. Motions Pertaining to Executive Session - No action taken.
5. Financial Reports
   1. Current Bills – A motion (France/Olive) to approve the current expenditures in the Operating Fund passed by unanimous roll call.
   2. Capital Fund – A motion (Olive/Robinson) to approve the current expenditures in the Capital Fund passed by unanimous roll call.
   3. Operating Receipts: Board reviewed an updated balance sheet.
6. President’s List – Reviewed.
7. Standing Committee Reports
   1. Finance Committee
      1. The year-end FY24 Financial Report showed that 92.49% of anticipated revenues were received. Total expenditures were 90.8% of the amount budgeted.
   2. Building Committee – No action taken.
   3. Technology – No action taken.
   4. Personnel – No action taken.
   5. Long Range Planning
      1. Committee will meet after the June regular board meeting.
   6. Old Business
      1. Director Reitmeier is still encountering issues with setting up a separate credit card for the library since TPL falls under the umbrella of the City of Taylorville. He will continue working toward a solution.
      2. Changes were made to the FY25 Annual Budget due to a 28% decrease in Personal Property Replacement Tax (PPRT) as well as an error in the Reference Aide’s salary. The Library Building Miscellaneous Fund was decreased to account for these changes. A final copy was given to the City.
      3. TPL will be receiving E-Rate funds in May of 2025. These funds will pay for the library’s internet and internet services and will be reflected in the FY26 Annual Budget.
      4. Reitmeier is continuing to complete an inventory log of all items in the library. He has completed this process for the front office and main circulation areas and will update the Board when all sections are finished.
   7. New Business
      1. A motion (Sutton/Olive) to approve the 02% Resolution for Building Maintenance was approved by unanimous roll call.
      2. An updated list of committee appointments was distributed to the Board.
      3. A motion (France/Robinson) to approve the Resolution Providing Indemnity for Directors and Employees was approved unanimously.
      4. A motion (France/Sutton) to approve the Appointment and Agreement with Bonded Agent was approved unanimously.
      5. A motion (Driskill/Sutton) to approve Director Reitmeier and Assistant Director Morgan as the OMA Designees and FOIA Officers was approved unanimously.
      6. Director Reitmeier explained the options for offering non-residents a library card. The non-resident fee will be set at $69.00 as determined by a formula provided by the State. A motion (Sutton/Olive) to approve the Non-Resident Library Card Fee was approved by unanimous roll call.
      7. Cards for Kids ran out in May. Reitmeier will be seeking a retroactive motion to approve this program at the June regular board meeting. There were no concerns or objections from the Board to continue this program in the interim. The community has been very supportive of this initiative.
      8. Terry France, Ben Robinson, Erin Driskill and Heather Sutton completed their Oath of Office to renew their terms on the Board.
      9. Chapters 1 and 2 of Serving our Public 4.0 were distributed to the Board for review.
8. Motion to adjourn (Olive/Robinson) at 5:32pm was unanimously approved.