Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, December 17, 2024, 5:00 p.m.

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

Public: None

Absent: None

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

II The newest member of the Taylorville Public Library Board of Trustees, Sophie Robinson, was introduced and sworn in. President Chandler noted that every generation is represented on this board.

1. Approval of Minutes – Motion (Brown/Olive) to accept minutes from the November 19, 2024, regular board meeting was approved unanimously.
2. Public Forum – None
3. Librarian’s Report:
   * 1. Director Reitmeier informed TPD that a person was caught on camera pulling down guttering on the west side of the library. He will report on the situation next month.
     2. Reitmeier stated that TPD purchases about 80% of its new books from Baker & Taylor. Service from this company has been slow with many items on back order. Reitmeier will pursue additional sources.
     3. The audit for FY 24 is still in process.
     4. A new batch of checks arrived with the first two numbers identical to the final two in the previous series. Finance Chairman France assisted Reitmeier in the proper method for documenting them.
4. Executive Session - See New Business
5. Motions Pertaining to Executive Session (if necessary) – see New Business
6. Financial Reports
   1. Current Bills – A motion (Driskill/B. Robinson) to approve the current expenditures in the Operating Fund with addendum passed by unanimous roll call.
   2. Capital Fund –There were no expenses for this month.
   3. Operating Receipts: The board reviewed current receipts and financial data.
7. President’s List
   1. Exterior Lighting was tentatively removed from the list.
8. Standing Committee Reports
   * 1. Finance Committee – Not available at meeting time.
     2. Building Committee – No action taken.
     3. Technology – No action taken.
9. Personnel – No action taken.
10. Long Range Planning – This committee will convene following this board meeting.
11. Old Business
    * 1. Update on bids for West Side Soffit Repair, Exterior Lighting, Flag Pole Repair –Henson Robinson plans to complete the soffit repair before the next board meeting. Carmean Electric gave an estimate of $2775.00 for exterior lights including lighting for signage and motion lighting. Reitmeier will also ask Carmean to check the wires inside the damaged downspout. The current budget line item for this work is $4500.00. TFD will assist with Flag Pole Repair as soon as their bucket truck is available. It is currently being repaired.
      2. The United Way of Macon County is searching for a patron to fund the first year of the program. TPL will fundraise to cover subsequent years. Reitmeier plans to host a kickoff party when 100 to 200 children are signed up.
      3. A motion (France/Brown) to approve Library Policy 9-2 (Security Camera Policy) was approved by unanimous voice vote.
12. New Business
    * 1. Information for the Per Capita and Equalization Grant is due at the end of January. Director Reitmeier is hard at work.
      2. A motion (Driskill/Sutton) to move into closed session was made at 5:25 p.m. A unanimous roll call vote was taken of members present to move into closed session to discuss the annual staff plan citing (5 ILCS 120/2) ) from Ch. 102, Par. 42) (Text of Section from P.A. 99-78) I Exception 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
      3. A motion (Olive/B. Robinson) to return to public session was approved by unanimous voice vote at 5:37 p.m.
      4. A motion (Driskill/Sutton) to hire Savannah Blanford, pending outcome of background check, as Circulation Aide for 29 hours per week was unanimously approved.
      5. A motion (France/Brown) to offer Mindy Hill the position of Reference Aide, increased from the current 10.5 hours per week to 17 hours per week was approved unanimously. Hiring will be contingent upon outcome of background check.
13. Motion to Adjourn – 5:43 p.m.