Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, June 20, 2023, 5:00 p.m.

Present: Ryan Reitmeier Erin Driskill Jim Olive Ben Robinson Abbey Turner Terri France Peggy Brown

Public: None

Absent: Ann Chandler, Cathy Robertson, Heather Sutton

1. Vice President Brown called the meeting to order at 5:00 p.m.
2. Approval of Minutes – Minutes from the May 16, 2023, regular meeting, corrected to document attendance by Peggy Brown and Terri France, (Driskill/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 he met with the Kiwanas who awarded a $500 grant to TPL last year. Reitmeier will apply for grant funds again this year.
		2. Reitmeier also met with the director of the YMCA to discuss ways the two organizations can partner for the benefit of the community.
		3. The IPLAR report is due by July 1. Copies are filed with the Secretary of State and the City of Taylorville. Data from this report is used to determine state funding for libraries. TPL’s circulation numbers are up from last year as is attendance at programming.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
	1. Current Bills – A motion (France/Driskill) to approve the current expenditures in the Operating Fund with addendum passed 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 - No changes.
	1. The full staff will meet on Friday, June 23, 2023. Items pertaining to the Employee Handbook will be discussed.
8. Standing Committee Reports
	1. Finance Committee
		1. The year-to-date FY2024 Financial Report was reviewed.
		2. Building Committee
		3. A local contractor is working on estimates to replace the emergency exit doors. There will be three separate bids with options for upgrades. These will be reviewed to determine how much work can be completed with the budgeted funds.
		4. Light and ballast replacement has been a priority. Work is underway. Parts are on order.
		5. Christy Fultz said they will be able to complete the repairs on the back of the building in June.
	2. Technology – No action taken.
	3. Personnel – No action taken.
	4. Long Range Planning
		1. The LRP Committee will meet after the regular July Board Meeting.
	5. Old Business
		1. The board was given an updated list of trustees’ contact information, but a correction is needed. The final copy will be distributed at the next meeting.
		2. Morgan Ebert will complete training for OMA Designees.
	6. New Business
		1. Summer Reading Program is in full swing. Staffing the program requires some extra hours for employees involved and some changes in normal duties.
		2. Staff received a t-shirt with the TPL logo compliments of Don Readhead. Director Reitmeier will discuss work attire at the full staff meeting on Friday. Reitmeier believes a blanket dress code would be difficult to enact because staff duties vary. He and the staff will discuss options for wearing jeans or business casual attire.
		3. Reitmeier will move forward with the Aspen service which handles the book search and order function on library websites. The service costs $2000 a year and is user friendly. Funds for the switch to Aspen are in the current budget.
9. Motion to adjourn (Turner/Olive) at 5:32 p.m. was unanimously approved.