Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, July 18, 2023, 5:00 p.m.

Present: Ryan Reitmeier Erin Driskill Ben Robinson Heather Sutton Morgan Ebert Abbey Turner Terri France Ann Chandler Cathy Robertson

Public: None

Absent: Jim Olive, Peggy Brown

1. President Chandler called the meeting to order at 5:01 p.m.
2. Approval of Minutes – Minutes from the June 20, 2023, regular meeting (Robinson/France) 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, attending via Zoom and telephone, stated that the Cards for Kids program with Edinburg has been successful. The staff will renew the students’ cards, updating the roster, for the new school year. Taylorville schools will be added over the next few weeks.
      2. TPL will donate used books and magazines for the residents at Taylorville Terrace to enjoy. Children’s books were donated to a child development group.
      3. Reitmeier reported a malware attack on one of the staff computers over the 4th of July. The problem was detected and corrected. He is working with the staff on safe downloading to help avoid further issues.
      4. Reitmeier has purchased a new pull-down projection screen for the community room. It will be installed soon. Reitmeier is searching for speakers to replace those mounted on either side of the screen. Those currently in place do not work.
      5. An AED for TPL has arrived after being on backorder for over a year. It has arrived and Reitmeier will pay for the AED out of the current budget. TFD will train the library’s employees in its use.
      6. The flagpole apparatus was damaged in a storm. Reitmeier has someone coming to fix it.
      7. Reitmeier advised that the ILS attorney who has given counsel to libraries over the years is slowing down, and his help is no longer readily available. To ensure legal expertise is available when and if needed, city libraries are encouraged to utilize city attorneys if possible. The City of Taylorville does not keep an attorney on retainer but pays only for time used. Trustee France suggested Reitmeier speak to the City Finance Committee for input regarding engaging the City Attorney when necessary.
      8. Summer Reading Program ended Friday with a pool party. The staff worked to ensure the success of this program, but it was noted that Emily Miller went did marvelous work.
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.
8. Standing Committee Reports
   1. Finance Committee
      1. The year-to-date FY2024 Financial Report was reviewed.
   2. Building Committee
      1. Reitmeier is waiting on an estimate to replace the emergency exit doors. There will be three separate bids with options for upgrades.
      2. Light and ballast replacement has been completed. TPL will see savings in future utility bills, and the result improves the look of the library. This expense will be paid from the capital fund.
      3. Christy Fultz the gutter and roof repairs on the back of the building. The contractor advised that one of the gutters near the library’s outdoor gathering space needs to be rerouted. These expenses will be paid from the capital fund.
   3. Technology – No action taken.
   4. Personnel – No action taken.
   5. Long Range Planning
      1. The LRP Committee met after the regular July Board Meeting.
   6. Old Business
      1. Reitmeier has met with the staff to discuss work attire, but he’s finding no commonality in opinions. He would like guidance from the board. This will be discussed at the August meeting.
      2. With board support, Reitmeier will contract with Aspen 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.
   7. New Business
      1. Trustee Robinson brought the idea of a seed library to the board several months ago. Director Reitmeier will use the old card catalog file to house seeds. Patrons will be able to get seeds and containers for planting. The U of I Extension office is interested in helping with this project. Reitmeier will sketch out a plan to present at the August board meeting.
      2. The updated updated contact list for board members was distributed.
9. Motion to adjourn (Sutton/Turner) at 5:34 p.m. was unanimously approved.