Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, February 20, 2024, 5:00 p.m.

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

Public: None

Absent: Terri France Abbey Turner

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

1. Approval of Minutes – Minutes from the January 16, 2024, regular meeting (Sutton/Driskill) were approved unanimously.
2. Public Forum – none
3. 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 reported that the Breeze-Courier newspaper is helping to promote programming at TPL. Paint Night programs are very popular, and staff is considering a Paint Night for Kids program. In observance of Black History Month, Springfield author Mary Francis will present a talk on race history of the capitol city. STEM programming is in the works, and flyers advertising upcoming programs will be available in local spots.
      2. TPL’s Per Capita Grant has been approved.
      3. To keep cataloguing consistent from one library to another, TPL has used OCLC, a free service, that assists with assigning Dewey Decimal System numbers to items in the collection. This service is no longer available. Reitmeier stated that a service like Web Dewey, which costs approximately $400 per year, will be needed at some point in the future.
      4. Reitmeier has scheduled a date for the computer technician to complete installation of a computer at the front desk and to fix the sound system in the community room. Reitmeier noted that patron computers and/or their peripherals will be the next hardware up for replacement.
      5. Reitmeier stated that the total of current bills in the Operating Fund is higher than normal due to an annual payment for Ebsco and three-months payroll billing from the City. The Capital Fund expenditure for this month contains the payment to Christy-Foltz Construction for the emergency doors project.
4. Motions Pertaining to Executive Session
   1. At 5:09 p.m., after a motion (Brown/Olive) and unanimous roll call vote was taken of members present the board moved 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.
   2. At 5:21 p.m., a motion (Olive/Sutton) was approved by unanimous voice vote to leave closed session and return to the public meeting.
5. Financial Reports
   1. Current Bills – A motion (Brown/Robinson) to approve the current expenditures with addendum in the Operating Fund passed by unanimous roll call.
   2. Capital Fund – A motion (Driskill/Sutton) 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 – Inventory of Technology and Library Assets was added.
7. Standing Committee Reports
   1. Finance Committee – Nine (9) months into the current fiscal year, TPL has received 90% of anticipated revenue and expended 63% of budgeted funds.
   2. Building Committee – No action taken.
   3. Technology – No action taken.
   4. Personnel – The Personnel Committee will convene following tonight’s regular board meeting.
   5. Long Range Planning – The LRP Committee met in January 2024 following the regular board meeting. The current plan with updates was presented to the board. President Chandler noted that the current plan ends in June. Director Reitmeier will compose his plan for the next three years.
   6. Old Business
      1. Reitmeier is still pursuing a local 501c/3 to partner with TPL to provide the Imagination Library for local children.
   7. New Business
      1. The Personnel Committee will meet tonight to complete the director’s evaluation.
      2. Reitmeier noted that proposed Staff Wage increases are in keeping with the mandated State of IL minimum wage increases and are based on job responsibilities.
      3. A motion (Sutton/Driskill) to allow Director Reitmeier to cancel TPL’s current credit care (Elan) and make application for a different card, possibly one with local representation, passed by unanimous roll call vote.
   8. Motion to adjourn (Robinson/Brown) at 5:39 p.m. was unanimously approved.