Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, May 16, 2023, 5:00 p.m.

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

Public: None

Absent: None

1. President Chandler called the meeting to order at 5:00 p.m.
2. Approval of Minutes – Minutes from the April 18, 2023, regular meeting (Robinson/Brown) 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 will bring in a plumber to give needed attention to the faucets in the men’s restroom. He is also searching for someone to repair the flagpole and a handyman to install an AV screen in the community room.
		2. Reitmeier ordered t-shirts with the TPL logo for volunteers. The staff will decide if they would like a work clothing option. (It was noted that volunteers would help with the Summer Reading Program and that all volunteers are background checked.)
		3. Through a program offered by Ameren Illinois, TPL’s interior lights, and possibly some exterior lights, will be upgraded at cost savings.
		4. Christy Fultz Construction plans to come in June to repair the back of the building.
		5. Trustees will need to go to First Mid Bank & Trust to complete a form which will allow them to sign checks for TPL.
		6. TPL follows the ALA Bill of Rights which will ensure the library’s compliance with state laws preventing book banning.
		7. A closed-circuit TV has been purchased and installed near the circulation desk and is operational.
		8. A letter from Jodie L. Badman, Christian County Clerk & Recorder, stating that TPL’s request for extension exceeded the 5% increase allowed by PTELL was sent in error. TPL requested 4.99% as in the past. Director Reitmeier has contacted Badman to rectify the situation.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
	1. Current Bills – A motion (France/Turner 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-end FY2023 Financial Report showed that 97.63% of anticipated revenues were received. Total expenditures were 112.85% of the amount budgeted. Salary reimbursement to the City and payment for the automatic doors were items to be paid in FY22, but didn’t clear until FY23.
		2. A motion (Sutton/Brown) to revise and accept the FY2024 Plan of Service and Operating Budget was unanimously approved. The revision removed payments for HRAs, no longer necessary under the new insurance carrier, and reallocated those funds for use in replacing exterior emergency doors.
	2. Building Committee
		1. Reitmeier will receive an estimate from one contractor for replacement of exterior emergency doors. He hopes to get at least one more, but this has proven to be difficult because it is a small job.
	3. Technology – No action taken.
	4. Personnel – No action taken.
	5. Long Range Planning – No action taken.
	6. Old Business
		1. A motion (Turner/Driskill) to approve library closure dates for FY2024 was approved unanimously by voice vote.
		2. The board was given an updated list of trustees’ contact information.
	7. New Business
		1. A motion (Olive/France) for the .02% Resolution for Building Maintenance was approved unanimously by voice vote.
		2. The board was given an updated list of committee appointments.
		3. A motion (Robertson/Turner) for the Resolution Providing Indemnity for Director and Employees was approved by unanimous voice vote.
		4. The City Treasurer was named as TPL’s Bonded Agent.
		5. Director Reitmeier was appointed as FOIA Officer and Reitmeier and Morgan Ebert were appointed as OMA Designees.
		6. Trustees were given a list of monthly board and library requirements to update policy books.
		7. A motion (France/Olive) to raise the Non-Resident Library Card Fee from $57 to $66 was approved unanimously. The new rate is calculated using a mandated formula. Cards for Kids, which provides free library cards to all school children, is exempt from this requirement.
		8. It’s almost time for Summer Reading!
9. Motion to adjourn (Driskill/Olive) at 5:38 p.m. was unanimously approved.