Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, April 16, 2024, 5:00 p.m.

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

Public: None

Absent: Peggy Brown Cathy Robertson Jim Olive

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

1. Approval of Minutes – Minutes from the March 19, 2024, regular meeting and February 20, 2024, executive session (Sutton/Turner) 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 attended Directors’ University for three and a half days at Starved Rock Conference Center. He stated that the experience was worthwhile and will report in more detail in the coming months.
		2. Reitmeier will begin the practice of recognizing and thanking donors at board meetings so that their gifts are reflected in the official record. Recent donations were received from Kathy Coady, Michael Rechtin, and the Rahar family. Their generosity is greatly appreciated.
		3. TPL is hosting a poetry contest as April is Poetry Month. The contest is both local and national. A prize awaits!
		4. Organization for the Seed Library is complete. Using the old card catalog, TPL is ready for seeds.
		5. TPL has been hosting visits from area schools. Staff has outlined a full program for each visit.
		6. Reitmeier has cut down on the number of periodicals purchased by TPL. This decision was based on lack of use. The funds from for these will be used for additional hot spots and elsewhere in the budget. He is also cancelling some of TPL’s online databases along with other online services due to lack of use.
		7. Reitmeier has joined the advisory committee for Retired Senior Volunteer Program (RSVP.) RSVP volunteers assist each year with Summer Reading.
		8. TPL handed out 750 pairs of eclipse glasses. Staff shared the one remaining pair!
		9. Full time and part time staff reaching the five-year service mark will receive an additional week of paid time off in the next fiscal year. This affects four employees.
4. Motions Pertaining to Executive Session - No action taken.
5. Financial Reports
	1. Current Bills – A motion (France/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 – Reviewed.
7. Standing Committee Reports
	1. Finance Committee – Eleven (11) months into the current fiscal year, TPL has received 92% of anticipated revenue and expended 82% of budgeted funds. Chairperson France discussed First Mid deposit assurance.
	2. Building Committee – No action taken.
	3. Technology – No action taken.
	4. Personnel – No action taken.
	5. Long Range Planning – No action taken.
	6. Old Business
		1. Because TPL falls under the umbrella of the City of Taylorville, and the City has a credit card account, Reitmeier has encountered some complications in trying to set up a separate card for the library. One possible solution is to have a card under the City’s account, but with a number exclusive to TPL. He will continue working toward a solution.
	7. New Business
		1. A motion (France/Sutton) to approve the FY25 Annual Budget and Appropriation Resolution was approved unanimously. Reitmeier noted that some updates were made from the draft version to reflect up-to-date pricing.
		2. A motion (France) to accept and elect the Nominating Committee recommendations for board officers for FY25 was approved unanimously. Officers will be President Ann Chandler; Vice President Ben Robinson; Treasurer Terri France; Secretary Cathy Robertson. Members of the Nominating Committee are Terri France, Ben Robinson, and Abbey Turner.
		3. A motion (Driskill/Robinson) to approve TPL Closure Dates for FY25 was approved unanimously.
		4. A motion (Sutton/Driskill) to approve Board of Trustee Meeting Dates for FY 25 was approved unanimously.
		5. A motion (Turner/Robinson) to approve Board By-Laws as presented was approved unanimously.
		6. The annual Test and Certification of Fire equipment was completed by Coy. Fire and Burglar alarms will be tested in August by Wareham Security.
		7. TPL has an inventory of its collection but does not have a complete inventory of all other belongings. Director Reitmeier went through each section of the library listing all furniture and equipment and is currently working on assigning monetary values to all items.
	8. Motion to adjourn (Sutton/Turner) at 5:29 p.m. was unanimously approved.