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

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

Public: None

Absent: Peggy Brown Cathy Robertson

I. President Chandler called the meeting to order at 5:01 p.m.

1. Approval of Minutes – Minutes from the December 19, 2023, regular meeting (Driskill/Olive) 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 work on a seed library is progressing. TPL has storage, seed holders, and a plan for organization. Collecting seeds comes next. TPL will accept donations of seeds and may used funds to purchase some. Trustee Ben Robinson brought the idea to Reitmeier after finding it on the Illinois Master Gardeners’ webpage. Seeds will be available to patrons in early spring.
      2. TPL has received payment of $2000 for the “Ameren Loves Your Library” grant. This grant must be submitted to Ameren by an employee. Reitmeier will acknowledge this gift by thanking both Ameren and the employee/patron who nominated TPL. Funds are not earmarked and may be used as the library sees fit.
      3. TPL currently does not pay a monthly fee for tech service. It can be difficult to get the technician scheduled. He is out of town and covers several libraries. Reitmeier attempts to compile a list of several tasks to make efficient use of the technician’s time. The wait can be long. Reitmeier will discuss this with the technician and look for possible solutions.
      4. Reitmeier reported that TPL will participate annually in Christmas in the Park. He also stated that Programming is back at pre-pandemic levels. Paint Nights are the most popular. TPL has also provided programs for preschoolers, home schoolers, and book clubs.
      5. Economic Release Forms are coming to board members in the mail. Completing the form is an annual requirement.
      6. Purchasing for the collection – one of the last expenditures of the fiscal year – has begun. With $38,000 budgeted, Reitmeier report that about $17,000 has been spent to date. He will purchase more hot spots, another Switch, and books, but does not anticipate spending all the budgeted amount.
      7. Reitmeier is currently working on 1099s for vendors and is finishing up the annual Per Capita grant.
      8. Annual staff evaluations will be completed prior to the February board meeting.
      9. Staff is completing training on handling problematic situation with compassion.
      10. Reitmeier will inquire as to whether the City will shovel and plow at the library as it has in the past.
4. Motions Pertaining to Executive Session – see above.
5. Financial Reports
   1. Current Bills – A motion (France/Sutton) to approve the current expenditures with addendum in the Operating Fund passed by unanimous roll call.
   2. Capital Fund – No expenditures this month.
   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 – Eight (8) months into the current fiscal year, Finance Committee Chair France stated that the budget was very prudent and that TPL was “in a good place” financially.
   2. Building Committee – No action taken.
   3. Technology – No action taken.
   4. Personnel – The Personnel Committee will meet after the February 2024 regular board meeting. Committee members were asked to complete evaluation forms for Director Reitmeier prior to that meeting.
   5. Long Range Planning – The LRP Committee met in January 2024 following the regular board meeting.
   6. Old Business
      1. Christy Foltz Construction will perform one more walk through to inspect the Emergency Exit Doors. There are gaps in some spots that must be addressed.
      2. A motion (Robinson/Driskill) to approve Appendices for the policy manual as updated passed unanimously.
      3. Reitmeier is still pursuing a local 501c/3 to partner with TPL to provide the Imagination Library for local children.
   7. New Business
      1. Personnel Committee members were asked to complete evaluation forms for Director Reitmeier prior to the February meeting.
      2. Aspen, TPL’s online borrowing portal, goes live tomorrow. Staff are training. Patrons will find the portal at TPL’s website. Aspen costs approximately $2000 per year.
   8. Motion to adjourn (Sutton/France) at 5:33 p.m. was unanimously approved.