Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, September 17, 2024, 5:00 p.m.

Present: Ryan Reitmeier Ben Robinson Ann Chandler Peggy Brown Terri France Erin Driskill Cathy Robertson

Public: None

Absent: Jim Olive Heather Sutton

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

II. Approval of Minutes – Motion to accept minutes from the August 20, 2024, regular meeting (Brown/Robinson) was approved unanimously.

1. Public Forum – none
2. Librarian’s Report:
	* 1. Director Reitmeier reported that Duckett Carpet Cleaners charged $525 to clean carpeting in the children’s area.
		2. The east entry door wouldn’t close automatically. Cost of repair was $776. It was two months out of warranty.
		3. Outdoor security cameras have been installed and an existing camera repaired at a cost of $1800. This expense was less than the amount budgeted for the project.
		4. The laminator is not working correctly. The Xerox copier, which is under warranty, is broken. Reitmeier will seek assistance.
		5. Digital back up files have been completed and are stored off site.
		6. Reitmeier is seeking assistance through the Secretary of State’s office for questions regarding OCLC which deals with out of state requests for circulating materials.
		7. Two computers had to be repaired. Reitmeier reminded trustees that, per plan, computer mice and keyboards are to be replaced next.
		8. The Central Illinois Library Crawl will take place through the month of October.
		9. The Seed Library has seeds! It should be open to the public by mid September.
		10. Silent Witness, a consultation service for individuals in abusive relationships, will work through TPL.
		11. The second tax payment in the amount of $41,797.78, arrived today.
		12. The front desk is equipped with a buzzer to contact the back offices and hand held alarms to be used in case of emergency. Reitmeier is looking for ways to bar the doors if lock down is necessary.
3. Executive Session (if necessary) –
	1. At 5:21 p.m., (motion by Driskill/Brown) after a unanimous roll call vote was taken of members present to move into closed session to discuss the annual staff plan citing (5 ILCS 120/2) ) from Ch. 120, Par. 42) (Text of Section from P.A. 99-78) (5) Exception 1) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
	2. At 5:34 p.m., a Motion (France/Robinson) passed unanimously to return to open session.
4. Motions Pertaining to Executive Session (if necessary) - none
5. Financial Reports
	1. Current Bills – A motion (France/Driskill) to approve the current expenditures with addendum in the Operating Fund passed by unanimous roll call.
	2. Capital Fund –A motion (Robinson/Brown) to approve the current expenditures with addendum in the Capital Fund passed by unanimous roll call.
	3. Operating Receipts: Board reviewed an updated balance sheet.

IX. President’s List – Exterior Lighting was removed.

1. Standing Committee Reports
	1. Finance Committee – Four (4) months into the current fiscal year, TPL has received 56.05% of anticipated revenue and expended 29.73% of budgeted funds. Chairman France noted that finances are right on track.
	2. Building Committee – No action taken.
	3. Technology – No action taken.
	4. Personnel – No action taken.
	5. Long Range Planning – No action taken.
2. Old Business
	* 1. Reitmeier is seeking additional estimates for repair of the soffit on the west side of the building. The first estimate came in at about $60,000. He added that Energy Retrofit Solutions hoped to complete the exterior lighting updates in the next month.
		2. Reitmeier will contact the owner of the vacant lot at 107 W. Vines St. and will reach out to the owner’s local representative who oversees the property to discuss potential uses.
		3. Inventory of all fixtures and furnishings in TPL is underway. Reitmeier hopes to have a draft ready for the October board meeting.
3. New Business
	* 1. Trustees reviewed Chapters 9 & 10 of Serving our Public 4.0 as mandated.
		2. Reitmeier continues to look at options for electrical providers. He believes that TPL is currently on the most cost-effective plan presently available.
		3. Reitmeier will meet with directors from all libraries in the county next week to discuss instituting Imagination Library. Imagination Library is a program that provides free books to children. It works on a county-wide basis.
		4. A CD is coming due on Oct. 6. Reitmeier will search for the best return. A motion (Robinson/Brown) to direct Reitmeier to meet with Terri France and Ann Chandler to discuss CD rates and determine which institution to use passed unanimously.
4. The meeting adjourned at 5:54 p.m.