Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, November 21, 2023, 5:00 p.m.

Present: Ryan Reitmeier (via telephone) Ben Robinson Heather Sutton Jim Olive Peggy Brown Abbey Turner Ann Chandler Erin Driskill Cathy Robertson Morgan Ebert

Public: Michael Morrissey entered the meeting at approximately 5:05 p.m. Mr. Morrissey stated that he wished to make public comment regarding issues with the City of Taylorville. When told he was at a TPL board meeting, he apologized for being at the wrong meeting and excused himself.

Absent: Terri France

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

1. Approval of Minutes – Minutes from the October 17, 2023, regular meeting (Turner/Robinson) 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 was underway on a TPL display for Christmas in the Park. Erin Crommett, Programming and Outreach Manager, is in charge of the project.
		2. Reitmeier reported that TPL’s offerings of hot spots for circulation has been well received. The staff is in the process of tying each hot spot to an individual bar code and finalizing policy to ensure their timely return.
4. Motions Pertaining to Executive Session – see above.
5. Financial Reports
	1. Current Bills – A motion (Brown/Turner) to approve the current expenditures 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. It was noted that the bulk of the tax payments for the current fiscal year have been received.
6. President’s List – No changes
7. Standing Committee Reports
	1. Finance Committee – The Year-to-Date FY2024 Financial Report was not available yet. It was noted that the bulk of the tax payments for the current fiscal year have been received.
	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 – Reitmeier has been in contact with Christy-Foltz Inc. regarding pre-painting of doors, frames, and hardware. This work is best done on the job site. A representative from CFI will look for a workable space in the library that will be safe for employees and patrons and will not interfere with the library’s normal routine. If onsite painting is ruled out, CFI will pre-paint at their warehouse and provide touch up work as needed.
	7. New Business
		1. PLAW, a state law going into effect on January 1, 2024, requires employers to provide 1 hour of paid leave per 40 hours worked. TPL’s policies meet all the standards under this new law, but some wording and procedures may need revision. The PLAW Policy will be on the December meeting agenda.
		2. A motion (Chandler/Brown) to allow Director Reitmeier to contract with an E-Rate consultant was approved by unanimous roll call. The consultant will ensure that E-Rate filing is done correctly and on time. The consultant will help TPL find cost savings on a variety of technology expenditures. The payment for these services is based on a percentage of those savings.
		3. A motion (Driskill/Brown) to accept the proposed 2023 tax levy paid in 2024 at the maximum allowed of $322,657.39, which is 104.99% of the prior year’s extension, was approved by unanimous roll call.
	8. Motion to adjourn (Sutton/Brown) at 5:31 p.m. was unanimously approved.