Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, August 15, 2023, 5:00 p.m.

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

Public: None

Absent: Terri France

1. President Chandler called the meeting to order at 5:01 p.m.
2. Approval of Minutes – Minutes from the July 18, 2023, regular meeting (Driskill/Turner) 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 has submitted a proposal for a grant from the Kiwanis Club. If awarded, it will be earmarked for the Summer Reading Program.
      2. In his most recent WTIM interview, one of Reitmeier’s discussion points concerned the creation of a Teen Advisory Board. Interested teens are encouraged to participate.
      3. Reitmeier reported the library’s portion of the city audit has been completed, and the outcome is good. He is waiting for a copy of a contract from a vendor which will be added to the report.
      4. Reitmeier has purchased materials for library signage using funds donated in memory of Mary Jo Shoemaker. Staff will prepare and post the signage as time permits.
      5. A new screen has been installed in the community room. To address the issue of the mounted speakers that don’t work, Reitmeier was encouraged to purchase an amplifier. It didn’t help. Reitmeier will consult with Jason, the IT specialist.
      6. Reitmeier met with the director of the Christian County YMCA to discuss combining forces for programming.
      7. Reitmeier and the staff are working on the Cards for Kids program which would allow any student enrolled in a local school a library card.
      8. Information on plans for the Seed Library will be shared at the August board meeting.
      9. Plans are underway for a Central Illinois Library Crawl. TPL will participate in this opportunity which will be good for the library and for local businesses.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
   1. Current Bills – A motion (Turner/Sutton) to approve the current expenditures in the Operating Fund with addendum passed by unanimous roll call.
   2. Capital Fund – A motion (Robinson/Brown) to approve the current expenditures in the Capital Fund passed by unanimous roll call.
   3. Operating Receipts: Board reviewed an updated balance sheet. It was noted that the first property tax receipt of FY 24 was posted.
7. President’s List
   1. “Northwest Fascia and Soffit” was completed and removed from the list.
   2. “Employee Handbooks” will be completed before the next board meeting.
8. Standing Committee Reports
   1. Finance Committee
      1. The year-to-date FY2024 Financial Report was reviewed. Three (3) months into the fiscal year TPL has received 51.53% of anticipated revenues and has expended 21.68% of budgeted funds.
   2. Building Committee
      1. Christy Fultz completed the gutter and roof repairs on the back of the building. The director asked for a rough estimate on replacing all the buildings emergency doors. These are all the exits other that the main entrances at the front of the building. The contractor advised that replacement would likely cost $2000 to $3000 per door depending on the condition of the framing and size of the door. Reitmeier reminded the board that there is $8000 budgeted for this project. Anything exceeding $8000 could come from the building fund if needed. The board agreed that all doors should be replaced at the same time to give the building a uniform appearance and to ensure the project is done in a timely fashion.
   3. Technology – No action taken.
   4. Personnel – No action taken.
   5. Long Range Planning
      1. Reitmeier presented the updated Long-Range Plan for FY 2022-24. He intends to make on-going updates rather than waiting to create a new document every three years. President Chandler noted that, in the current plan, 49 of 60 goals were either completed or done on a regular basis.
   6. Old Business
      1. Using staff attire policies borrowed from other comparable library districts, Reitmeier prepared a proposed policy for board review. With minor additions, the board supported the document which outlines permitted and prohibited attire as well as general information on acceptable appearance. A motion (Brown/Olive) to approve the staff attire policy as amended passed unanimously.
   7. New Business
      1. Computer Replacement Update – see the Librarian’s Report.
      2. The Illinois Newspaper Project is a state grant that allows for free digitizing of newspapers. Reitmeier has contacted The Breeze Courier to determine interest in this endeavor.
      3. Ameren employees are permitted to suggest local entities for grants from the company. A patron who works for Ameren submitted TPL for consideration.
      4. Reitmeier will work with the staff for input regarding the creation of an online employees’ portal. Each employee will receive a hard copy of the Employee Handbook and will be able to access it online through the portal. Employees will sign off upon receipt of the handbook. The portal will also cover frequently asked patron questions giving staff quick access to answers.
9. Motion to adjourn (Brown/Driskill) at 5:45 p.m. was unanimously approved.