

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, July 20, 2021 5:00 p.m.

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

Public: none

Absent: Gary Merker

- I. Vice President Brown called the meeting to order at 5:00 p.m. She welcomed Ben Robinson and Erin Driskill to the board. Both appointments were approved by the City Council.
- II. Approval of Minutes – Minutes from the June 15, 2021, meeting (France/Olive) were approved unanimously.
- III. Public Forum – none
- IV. Librarian’s Report:
 - a. Circulation report – reviewed
 - b. Community Room Activity report - reviewed
 - c. Gifts & Memorials report - reviewed
 - d. Director’s Comments:
 - i. Reitmeier has enrolled our library in the American Library Association. He believes membership will benefit TPL in many ways.
 - ii. Reitmeier and the staff are working on a pilot program that will bring books and services to retirement facilities in the city. As the program is developed, he will search for a facility that is a good fit.
 - iii. The director and assistant director working on a grant through the ALA called Libraries Transforming Communities.
 - iv. He also stated that a logo for the library is under construction. The board will see some options next month.
 - v. TPL hosted a book sale in conjunction with the Christian County Fair.
- V. Motions Pertaining to Executive Session - No executive session
- VI. Financial Reports
 - a. Current Bills – Approval of the current expenditures in the Operating Fund with addendum (France/Robertson) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures with addendum (France/Robertson) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
 - d. Reitmeier will research using automatic payments for recurring bills with a fixed amount such as Waste Management. He believes this will save TPL time and money. He will report back to the board.

VII. President's List

- a. East Equipment Cage and Sidewalk Repair/Replacement are in progress.

VIII. Standing Committee Reports

a. Finance Committee

- i. Trustees reviewed the report for TPL Financial Data and the Statement of Revenues & Expenditures – Budget v. Actual as of June 30, 2021. No tax disbursements have been made yet in this fiscal year.

b. Building Committee

- i. The picnic tables for the outdoor space are paid for and are being shipped. Reitmeier will talk with local landscapers to get ideas for finishing the space.
- ii. A motion (Chandler/Olive) to accept the bid of \$60,800 for the purchase and installation of automatic doors at both entrances was approved unanimously. The cost was significantly higher than the original estimate of about \$33,000. Knowing that TPL must use or lose the Live and Learn Grant (\$16,480) for this project, the consensus of the trustees was to move forward with the project. TPL has funds to cover the increase in cost. The original date of completion (8/31/21) has been changed to 11/30/21.

c. Technology – No action taken.

d. Personnel

- i. A motion (Brown/Chandler) to give the director the authority to require all employees to wear facial masks in the event of a spike in Covid-19 cases was approved unanimously by voice vote.

e. Long Range Planning – It was decided at the committee meeting in June, that Director Reitmeier would begin work on the next three years of TPL's long range plan. He will present this to the committee at the December meeting.

f. Old Business - No action taken

g. New Business

- i. OMA Designees for the current fiscal year are Ryan Reitmeier and Ann Chandler. FOIA Officers for the current fiscal year are Ryan Reitmeier and Morgan Ebert. TPL is not able to register and train these officials as the IL Attorney General's website is down.
- ii. The board discussed the possibility of making library cards available to low income children in areas outside the city limits and waiving the non-resident fee.
- iii. A motion (Olive/Robertson) to approve the destruction of board minutes over 18 months old (from 5/15/2007 through 4/16/2019) was approved unanimously by voice vote.
- iv. Reitmeier stated that TPL has a safe deposit box at US Bank, but the bank is discontinuing the service. Regions Bank offers safe deposit boxes for \$58 per year. Reitmeier believes getting a fireproof safe to keep on site is a better option. The board concurred, with the suggestion that the safe should be anchored to the floor.
- v. The board is still in need of one more trustee.

IX. Motion to adjourn – (Olive/France) at 5:36 p.m. was unanimously approved.