

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, March 16, 2021 5:00 p.m.

Present: Steven Ward Ann Chandler Terri France  
Don Farrimond Gary Merker Jim Olive  
Lisa Cope Cathy Robertson

Public: none

Absent: Peggy Brown

- I. President Chandler called the meeting to order at 5:00 p.m. New trustee Lisa Cope took the oath of office and was welcomed to the board.
- II. Approval of Minutes – Minutes from the February 16, 2021, meeting and executive session (Farrimond/France) 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. A IL State Library grant for \$500 reimbursement for PPE purchases was submitted in January, and funds have been received.
    - ii. Director Ward and President Chandler will attend a virtual meeting for the Live & Learn grant to be held April 8.
    - iii. Because libraries have not been mentioned in any vaccination plans Ward contacted the Christian County Health Department to ask if library employees could be a part of Group 1B which is currently being vaccinated. He was told they could. Several places in town are currently offering vaccinations to eligible groups.
    - iv. Ward stated that policy guideline changes have been recommended by the CDC. He asked that the board discuss and consider the policy updates related to Covid in April with possible action in May.
    - v. Ward presented the Employee Vaccine Statement which encourages current employees to volunteer their Covid-19 vaccination card for inclusion in their personnel file.
- 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/Farrimond) unanimous roll call.
  - b. Capital Fund –Approval of the Capital Fund expenditures (Robertson/Olive) unanimous roll call.
  - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List

- a. Policy Manual Update was removed from the list.
- VIII. Standing Committee Reports
  - a. Finance Committee
    - i. Ten months into the fiscal year, TPL has received 94.43% of anticipated revenues and while expenditures are at 54.65%. Chandler remarked TPL is in good shape.
    - ii. Ward presented a budget \$399,850.00 for FY2022. The library's estimated revenue for FY2022 is \$354,732.33. The board is asked to review the document before the next meeting.
  - b. Building Committee
    - i. Ward stated that he wants to complete some small projects in the current fiscal year since TPL will have unexpended funds. This will free up funding in the next year.
    - ii. An estimate of \$3250 has been received from Ricky Peters, R&B Construction, for the purpose of creating a functional outdoor space on the west side of the building. An area currently covered in pavers and asphalt approximately 25' by 12' behind the low wall would be paved. Merker asked if additional estimates were forthcoming. The estimate from R & B was the only one.
    - iii. Concrete tables for the outdoor space will cost about \$6000.
    - iv. Ward will get estimates for landscaping the slanted planters and flower beds.
    - v. Ward presented an estimate of \$4326 from Filter Free Services of Taylorville for cleaning and sanitizing the building's air ducts. Because the library has fire dampers in the ducts, the job is more difficult and time consuming.
    - vi. Ward presented a quote from Altman Monitoring for \$2385.30 for four additional exterior cameras and one addition interior camera in a meeting room. The quote includes supplies and labor.
  - c. Technology – No action taken.
  - d. Personnel
    - i. A motion (Merker/Farrimond) to approve pay increases for staff as presented was approved unanimously.
    - ii. A motion (Chandler/Farrimond) to require proof of Covid-19 vaccination for new employees hired after March 16, 2021, was approved by a vote of 6 to 1 with Merker voting against.
  - e. Long Range Planning – No action taken.
  - f. Old Business - No action taken
  - g. New Business
    - i. The board discussed information on library cards for institutions.
- IX. Motion to adjourn – (Olive/France) at 5:59 p.m. was unanimously approved.