

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, October 19, 2021 5:00 p.m.

Present: Ryan Reitmeier Cathy Robertson Terri France
Jim Olive Heather Sutton Ann Chandler
Ben Robinson Erin Driskill

Public: none

Absent: Gary Merker, Peggy Brown

- I. President Chandler called the meeting to order at 5:00 p.m. She welcomed new trustee Heather Sutton to the board.
- II. Approval of Minutes – Minutes from the Sept. 21, 2021, meeting (Robinson/Driskill) 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 reported that the book sale held in conjunction with the Chillifest made about \$500. The staff has kept the sale going and made an additional \$500 since Chillifest two weeks ago. Reitmeier thinks the sale should be ongoing.
 - ii. TPL has supplied library cards to all teachers in the Edinburg school district who wanted them. The library will do the same for VisionWay Christian School in Taylorville.
 - iii. Landscaping on the west side is finished. It was determined that retrofitting the wiring with new conduit and painting the existing outdoor lighting in that area would be the cost efficient and give the desired result. Brickwork will begin next week.
 - iv. Reitmeier reported the entry door project is now quoting mid-November for receipt of materials. The contract for the project has a completion date of Nov. 30 or fees can be assessed. The director and president are monitoring the situation.
 - v. TPL is currently not charging for copier services for patrons. There is a universal problem with a Windows print release, and only a couple of TPL's printers are receiving the signal to print.
 - vi. *At 5:18 p.m., 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. 102, Par. 42) (Text of Section from P.A. 99-78) I Exception 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or*

legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

The board returned to open session at 5:25 p.m.

- V. Motions Pertaining to Executive Session - none
- 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 (Olive/Driskill) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List
 - a. Removed “Circulation Policy.”
- VIII. Standing Committee Reports
 - a. Finance Committee
 - i. Chairman France and Director Reitmeier are working with the city to correct the City’s reporting.
 - ii. Five months into the fiscal year, TPL’s expenditures are at 36% of the budgeted amount.
 - b. Building Committee – No action taken.
 - c. Technology – No action taken.
 - d. Personnel – No action taken.
 - e. Long Range Planning – No action taken.
 - f. Old Business - No action taken
 - g. New Business
 - i. A motion (Driskill/Sutton) to approve updates to the Circulation Policy was unanimously approved by voice vote.
 - ii. A motion (Robinson/Driskill) to approve intergovernmental agreements between TPL and both Edinburg School District and VisionWay Christian School was approved unanimously.
 - iii. The board discussed possible uses for a \$5500 grant which includes internet hotspots that patrons can check out.
- IX. Motion to adjourn – (Olive/France) at 5:39 p.m. was unanimously approved.