

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, February 15, 2022, 5:00 p.m.

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

Public: none

Absent: Peggy Brown

- I. President Chandler called the meeting to order at 5:00 p.m.
- II. Approval of Minutes – Minutes from the January 18, 2022, regular meeting (Olive /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. Reitmeier stated TPL has been certified through IHLS.
 - ii. Repairs were made and paid for in the men’s and women’s restrooms.
 - iii. Two major projects are starting. The first is weeding and circulation updates. The goal is to make room on the shelves for grant funded hot spots and games for lending.
 - iv. TPL provided programming for Valentine’s Day.
 - v. TPL is signing an agreement with Central School enabling them to borrow materials.
 - vi. Reitmeier will schedule a community input meeting before May to help shape collection development as required by one of the grants TPL received.
- 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/Driskill) unanimous roll call.
 - b. Capital Fund – Approval of the current expenditures in the Capital Fund with addendum (Sutton/Robinson) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List – no changes
- VIII. Standing Committee Reports
 - a. Finance Committee
 - i. Board reviewed the YTD budget report. Through eight months of the current fiscal year, TPL has received 108.5% of its anticipated revenues and has expended 62% of the amount budgeted.
 - b. Building Committee

- i. Automatic Doors –Doors on the east side have been installed, but finishing work is needed. Doors for the west side are supposed to ship soon.
 - ii. Sunny Knoll continues on the brickwork when workers are available.
 - c. Technology – No action taken.
 - d. Personnel –
 - i. At 5:15 p.m., after a motion (Merker/Olive) and 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.
 - ii. At 5:30 p.m., a motion to leave closed session (Chandler/Sutton) was approved by unanimous roll call vote.
 - iii. A motion (France/Merker) to approve salaries and raises for FY2023 as recommended by Director Reitmeier was approved unanimously.
 - iv. At 5:34 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.
 - v. Reitmeier advised he is seeking a contractor to clean the library.
 - vi. At 5:38 p.m., a motion to leave closed session (Robertson/Olive) was approved by unanimous roll call vote.
 - vii. The chair of the Personnel committee is ill. That committee has been rescheduled to meet after the regular March board meeting.
 - e. Long Range Planning – As the former director’s long range plan comes to its conclusion, TPL has completed 63% of those action items. Another 19% are in progress, and 18% have not been completed. Of those not completed, three are now out of date. Reitmeier will present his LRP in June.
 - f. Old Business
 - i. Signage is in process
 - ii. Trustees need to completed OMA training. Ebert & Reitmeier will complete the FOIA update.
 - g. New Business
 - i. Chandler formed a nominating committee which will meet after the current board meeting.
 - ii. Trustees need to complete and file a statement of economic interest with the county clerk.
 - iii. Covid & masking policies will be updated at the end of the month. Masks will become optional in line with the state’s recommendations.
- IX. Motion to adjourn (France/Driskill) at 6:05 p.m. was unanimously approved.february