

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, December 21, 2021 5:00 p.m.

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

Public: none

Absent: Gary Merker

- I. President Chandler called the meeting to order at 5:00 p.m.
- II. Approval of Minutes – Minutes from the Nov. 16, 2021, regular meeting and executive session (Sutton/Brown) were approved unanimously. As required by law, the board reviewed Executive Board Meeting Minutes from June, 2020, back to January of 2019. There were no executive session minutes on record during that time, so no action was taken.
- 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 invited trustees to check out the updated TPL website.
    - ii. The volunteer policy will be updated.
    - iii. The vaccination clinic put on by IDPH at the library served 30 to 40 people, and was a good experience.
    - iv. Reitmeier will schedule a plumber to fix a stool in the women’s restroom.
    - v. On December 6, a fill the truck event was held at TPL in conjunction with Forever Foster. The collection will benefit animals in Christian County.
    - vi. January is the beginning of several grant cycles. Reitmeier will keep the board informed of status and progress of grants.
    - vii. The signage update is on-going.
    - viii. Weeding and updating of the collection are continually occurring.
- 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 Capital Fund expenditures with addendum (France/Brown) unanimous roll call.
  - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List
  - a. Removed “Automatic Doors (In Progress.)”
- VIII. Standing Committee Reports

- a. Finance Committee
  - i. Board reviewed the YTD budget report.
- b. Building Committee
  - i. Automatic Doors – The set of doors for the east entrance were fabricated and ready to go on Jan. 6. The west doors are delayed at the manufacturer.
  - ii. Sunny Knoll has not completed the outside work. They are waiting for employees to be available.
- c. Technology – No action taken.
- d. Personnel – No action taken.
- e. Long Range Planning – No action taken. Committee will meet in January as they were unable to convene in December.
- f. Old Business
  - i. TPL will upgrade their router earlier than planned. This new router will include a filter which is a federal requirement for the Bouncing Back grant. The grant will cover the cost.
- g. New Business
  - i. A motion (Robinson/Olive) to purchase a reasonably priced AED and a supply of Narcan was approved unanimously.
  - ii. Trustees were asked to read and review the updated volunteer policy for discussion next month.
  - iii. Teen Advisory Board – Reitmeier stated that many libraries have teen advisory boards. TPL is beginning to work on creating a board. It would be a good opportunity for students needing service credits for college applications or National Honor Society.

IX. Motion to adjourn (Olive/Sutton) at 5:30 p.m. was unanimously approved.