Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, March 21, 2023, 5:00 p.m.

Present: Ryan Reitmeier Heather Sutton Ann Chandler Erin Driskill Terri France Ben Robinson CathyRobertson

Public: None

Absent: Jim Olive & Peggy Brown

1. President Chandler called the meeting to order at 5:00 p.m. and welcomed new board trustee Abbey Turner.
2. Approval of Minutes – Minutes from the February 21, 2023, regular meeting (Sutton/Driskill) were approved unanimously.
3. Public Forum – none
4. Librarian’s Report:
   1. Circulation report – reviewed
   2. Community Room Activity report - reviewed
   3. Gifts & Memorials report - reviewed
   4. Director’s Comments:
      1. Director Reitmeier stated that Illinois has passed a paid leave act. For every 40 hours worked, an employee is entitled to one hour of paid time off. He does not believe it will greatly change the current procedures at TPL, but libraries are waiting for legislators to clarify language. He will ensure that TPL is compliant.
      2. House Bill 2789 has passed committee and will likely become Illinois law. This statute is intended to prevent public libraries from banning books. Director Reitmeier stated that libraries are reviewing policies which address reconsideration of patrons’ banning requests. There is much confusion on the interpretation of the bill’s language. He will keep the board informed of the bill’s progress.
      3. TPL uses Polaris software for checking out materials from IHLS. Patrons find it difficult to use. Many patrons call in to have staff do it for them which is not the intent of the service. Reitmeier is looking at Aspen, a different software that is more user friendly, but at a price. Reitmeier reported that IHLS is calculating the cost as the minimum number of libraries have expressed interest in Aspen, putting them in the lowest price bracket.
      4. Reitmeier continues to work on updating the monthly balance sheet.
      5. TPL is certified through IHLS.
      6. TPL currently has $1500 budgeted for a television to be mounted at the front counter. Reitmeier plans to complete this project before the end of the FY23.
      7. Reitmeier plans to attend the American Library Association Conference which will be held in Chicago in June.
      8. Lighting replaced will be completed through an Ameren program.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
   1. Current Bills – Approval of the current expenditures in the Operating Fund with addendum (France/Robinson) by unanimous roll call.
   2. Capital Fund – There were no expenditures from the Capital Fund.
   3. Operating Receipts: Board reviewed an updated balance sheet.
7. President’s List
   1. Newsletter has been removed.
   2. Library Signage will be added.
8. Standing Committee Reports
   1. Finance Committee
      1. The year-to-date FY2023 Financial Report showed that 95.59% of anticipated revenues have been received. Total expenditures are 100.49% of the amount budgeted. Salary reimbursement to the City and payment for the automatic doors were items to be paid in FY22, but didn’t clear until FY23.
      2. A motion (Robertson/Sutton) to approve salary increases for FY24 as presented by the Personnel Committee passed unanimously by roll call vote.
      3. Director Reitmeier presented the draft of the FY2024 Plan of Service and Operating Budget to the board. A vote will be taken in April.
   2. Building Committee
      1. Reitmeier will work with Charolette Rhodes using the Preventative Maintenance Report to ensure that monthly and yearly objectives are completed.
   3. Technology – No action taken.
   4. Personnel – No action taken.
   5. Long Range Planning – No action taken.
   6. Old Business - No action taken.
   7. New Business
      1. Oath of Office
         1. Newly appointed trustee Abbey Turner and Ann Chandler who is beginning another term on the board took the Oath of Office.
      2. The board reviewed Chapters 11, 12, & 13 of “Serving our Public” (Youth/Young Adult Services; Technology; and Marketing, Promotion, and Collaboration) as required for the Per Capita and Equalization Grant.
9. Motion to adjourn (France/Robinson) at 5:40 p.m. was unanimously approved.