Taylorville Public Library Board of Trustees

Meeting Minutes Tuesday, August 16, 2022, 5:00 p.m.

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

Public: none

Absent: Jim Olive and Peggy Brown

1. President Chandler called the meeting to order at 5:02 p.m.
2. Approval of Minutes – Minutes from the July 19, 2022, 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 reported that the Taylorville Police Department was called to the library and resolved an incident of theft from a patron.
      2. TPL is working with the Lincoln Land Community College jobs program. TPL has job readiness grant funds which must be used by Sept. 30.
      3. Reitmeier stated that programming at TPL is going well, and that classes for CPR certification and basic training using Microsoft will be hosted.
      4. There is an on-going book club at TPL. Most members are senior patrons. Reitmeier and staff are working to start book clubs geared to other ages of adults and one specifically for teens. He hopes to form a teen advisory board and sees a book club as a good starting point.
      5. TPL has hired Cleeton for trash removal services. The company is locally owned and will dispose of books that are damaged or unsellable.
      6. Reitmeier is looking into ePay through the Illinois State Treasurer’s office. For a minimal cost, ePay would allow patrons to pay fines with a credit or debit card. Donations could also be accepted online through ePay. More information will be shared with the board next month.
      7. Reitmeier and IT are working out issues with the electronic newsletter.
      8. President Chandler stated that she received a call from a patron who was very appreciative of the help she received from Director Reitmeier at TPL.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
   1. Current Bills – Approval of the current expenditures with the addendum in the Operating Fund (France/Robinson) unanimous roll call.
   2. Capital Fund – Approval of the current expenditures in the Capital Fund (Driskill/Sutton) unanimous roll call.
   3. Operating Receipts: Board reviewed an updated balance sheet.
7. President’s List
   1. “Delinquent Accounts” removed from the list. Most fees and lost or missing books have been settled. A process is in place to keep the system current.
   2. The Finance Committee will convene at the conclusion of tonight’s regular meeting to discuss “Update Finance Section of Policy Manual.”
   3. As previously noted, “Newsletter” is in progress.
8. Standing Committee Reports
   1. Finance Committee
      1. The Finance Committee will meet after this month’s regular board meeting.
      2. Trustees reviewed the current statement of Revenues and Expenditures. Three months into the current fiscal year, TPL has received 41% of expected revenue and has expended 60% of budgeted funds. Two large expenses (Automatic Doors and salary reimbursement) account for a large portion of the spending.
   2. Building Committee
      1. Reitmeier is getting estimates for repairs/replacement of the damaged mesh metal fascia on the building. As of today, only one contractor has been on site to view the project.
      2. Reitmeier replaced the bulbs for light fixtures as needed. He reported that the ballasts are bad on others. It is not an immediate need, but it will be necessary to hire an electrician for this work.
      3. A local handyman was hired to fix a toilet. He came the same day, and worked quickly. Reitmeier was pleased with the work and will look into the cost for using the handyman for other projects at TPL.
      4. The security is monitored by Wareham, but it was installed by Altman. The system has a passcode which Wareham can’t access. Reitmeier will first work on updating all employee passcodes, removing past employees from the system, then address the issue with the two companies.
      5. No action was taken on the emergency door replacement.
   3. Technology
      1. ePay system referenced in Librarian’s Report.
   4. Personnel – No action taken
   5. Long Range Planning – No action taken
   6. Old Business - None
   7. New Business
      1. The person most recently appointed to the board is unable to join at this time.
      2. A motion (France/Driskill) to accept TPL’s Hot Spot Policy as presented was approved by unanimous voice vote.
      3. A motion (Sutton/Robinson) to accept the Equipment Use Policy was approved unanimously.
9. Motion to adjourn (Sutton/Robertson) at 5:35 p.m. was unanimously approved.