

Taylorville Public Library Board of Trustees

Meeting Minutes

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

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

Public: none

Absent: none

- I. President Chandler called the meeting to order at 5:00 p.m.
- II. Approval of Minutes – Minutes from the August 17, 2021, meeting (France/Olive) 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 is looking into two grants for TPL. The first requires filtering for Children’s Internet Protection Act (CIPA) compliance. Reitmeier stated that filtering has become much more sophisticated. He will research costs associated with CIPA compliance. The second grant available is the Rural & Small Libraries grant.
    - ii. Board members were directed to the Capital Fund where a \$29.91 reconciliation has been made. The fund is up to date and correct.
    - iii. TPL will hold a book sale in conjunction with Chillifest in downtown Taylorville on Oct. 2 & 3. Depending on availability of staff, there might be a Story Time or two on the square during the Chillifest.
    - iv. Reitmeier reported that progress is slow on the entry door project. He will keep watch.
- V. Motions Pertaining to Executive Session - No executive session
- VI. Financial Reports
  - a. Current Bills – Approval of the current expenditures in the Operating Fund (Brown/Merker) unanimous roll call.
  - b. Capital Fund –Approval of the Capital Fund expenditures with addendum (Robinson/France) unanimous roll call.
  - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List
  - a. Automatic Doors and Sidewalk Repair/Replacement are in progress.
- VIII. Standing Committee Reports
  - a. Finance Committee

- i. TPL was not been billed by the City for the most recent payroll and did not receive a budget report from the City in time for the September meeting.
  - ii. A motion (Chandler/Brown) to set up automatic payments for recurring bills to CTI and Xerox Corporation passed unanimously.
- b. Building Committee
  - i. Sunny Knoll completed the assembly and installation of the outdoor tables for \$600 which is still under budget for the project. The furniture is wonderful in the space. Electrical work on the ground lighting and repair of the brickwork are next, followed by landscaping.
  - ii. A motion (Olive/Driskill) to pay Sunny Knoll 50% up front (not to exceed \$2275) for landscaping and brickwork on the west side of the building passed unanimously.
  - iii. A motion (France/Brown) to authorize Director Reitmeier to purchase a gun safe from The Powder Keg at a cost of no more than \$700 passed unanimously. Reitmeier priced gun safes to use in place of a safe deposit box and as fire-proof storage for architectural drawings of the building. The Powder Keg, a local business, offered TPL a \$50 discount and free delivery, making it the best deal.
- 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. Director Reitmeier presented updates to the circulation policy for discussion. These included allowing renewal of materials three times instead of the current two times. There was also discussion regarding the pros and cons of fines for late materials. Although most of the libraries in the state still assess fees for late materials, many have elected to do away with late fines. Confidentiality of circulation was also discussed. Policy currently prohibits employees from sharing with others what a patron has checked out, even if the patron is a minor whose parent is inquiring. Reitmeier stated that it is difficult to come up with language that protects the confidentiality of the patron, but isn't heavy handed for parents who are ultimately responsible for what their children borrow from the library. A final language change under Confidentiality was that the library "may" contact an attorney, rather than the current language which says the library "will" contact an attorney. The board also discussed whether potential patrons needed a photo ID or other acceptable forms of identification. People at lower socioeconomic levels often do not have appropriate identification, but are often those who need library services the most. Reitmeier wants to deal with these requests on a case by case basis with the ultimate goal of helping the community.
  - ii. Progress on a "book club" at Taylorville Correctional Center is on hold until the prison opens back up to visitors.

- iii. The board discussed allowing Edinburg High School Students to hold library cards. Reitmeier stated this could be accomplished through an intergovernmental agreement. Online resources would probably be available for use on site only. VisionWay Christian School is eligible to receive an institutional card because it is located in Taylorville.

IX. Motion to adjourn – (Olive/Merker) at 5:53 p.m. was unanimously approved.