

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, Jan. 18, 2021 5:00 p.m.

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

Public: none

Absent: Gary Merker, Jim Olive, Heather Sutton

- I. President Chandler called the meeting to order at 5:04 p.m.
- II. Approval of Minutes – Minutes from the Dec. 21, 2021, regular meeting (Driskill/Robinson) 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 the new router has been installed. This new router will include a filter which is a federal requirement for the Bouncing Back grant. The grant will cover the cost. TPL is now federally compliant which brings future grant opportunities.
 - ii. Grant reported is complete. TPL applied for several grants that were a great deal of work to manage. Because the most recent census shows Taylorville with a population of 10,506, TPL’s Per Capita grant will be less.
 - iii. Reitmeier honored the request of a 29 hour per week employee to be temporarily cut back to 15 hours per week.
 - iv. Reitmeier will schedule a plumber to fix a stool in the women’s restroom.
 - v. Plumbing problems are on-going in the patrons’ restrooms. Professional help will be called in.
 - vi. Reitmeier will purchase an AED for the library this week.
 - vii. The OMA website is operational again. Reitmeier reminded trustees to complete the required training.
 - viii. Trustees will receive an Economic Interest Statement soon which must be filed with the county.
- V. Motions Pertaining to Executive Session - none
- VI. Financial Reports
 - a. Current Bills – Approval of the current expenditures in the Operating Fund (France/Brown) unanimous roll call.
 - b. Capital Fund – none expended
 - 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 seven months of the current fiscal year, TPL has received 107% of its anticipated revenues and has expended 57% of the amount budgeted.
 - b. Building Committee
 - i. Automatic Doors – The door project is about 45% complete. Doors on the east side have been installed, but finishing work is needed. Work on the west side should begin in mid-February
 - ii. Sunny Knoll has employees available to begin the outdoor brickwork this week.
 - c. Technology – No action taken.
 - d. Personnel – Trustees were asked to review the instrument used to evaluate the director.
 - e. Long Range Planning – Committee will meet after today's regular meeting and report to the board in February.
 - f. Old Business
 - i. Reitmeier will select and purchase signage that is inexpensive because TPL's collection is constantly changing and moving.
 - g. New Business
 - i. Reitmeier and staff will complete the ILLINET Interlibrary Loan Traffic Survey and the Annual Library Certification.
 - ii. The director is working on 1099s which will be prepared and mailed by Jan. 31.
 - iii. A motion (Robinson/Driskill) to approve the updated Volunteer Policy passed by unanimous voice vote.
- IX. Motion to adjourn (France/Brown) at 5:34 p.m. was unanimously approved.