Taylorville Public Library Board of Trustees

Meeting Minutes Tuesday, June 21, 2022, 5:00 p.m.

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

Public: none

Absent: Terri France

1. President Chandler brought the meeting to order at 5:00 p.m.
2. Approval of Minutes – Minutes from the May 17, 2022, regular meeting and opening of executive session minutes 18 months or older along with deletion of recordings of executive sessions 18 months or older (Brown/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 is working on the annual IPLAR report. The report requires tracking several TPL statistics. Reitmeier stated that programs are available for electronic tracking of foot traffic which is one of the required statistics. This would greatly aid in completion of the report. He will report back to the board with costs.
      2. Some changes have been made to the website with the goal of facilitating navigation. (Ben Robinson joined the meeting at 5:06 p.m.)
      3. Birds are nesting in an area of the building where the soffit is bent. Reitmeier will search for someone to make repairs.
      4. Reitmeier will research pricing for Hoopla, an online service for e-books and audiobooks. With Hoopla, the library pays a set rate and patrons can download materials. The cost is deducted from the set amount paid by TPL. When this fund is exhausted, materials would no longer be available until the fund was replenished. Patrons would most likely have to be limited in the amount of usage they were permitted.
      5. The computer at the circulation desk has checked out permanently. A plan for updating TPL’s computers exists but was disrupted by Covid closure. Reitmeier will update the schedule for computer replacement.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
   1. Current Bills – Approval of the current expenditures in the Operating Fund (Sutton/Robinson) unanimous roll call.
   2. Capital Fund – Approval of the current expenditures in the Capital Fund with addendum (Robinson/Brown) unanimous roll call.
   3. Operating Receipts: Board reviewed an updated balance sheet.
7. President’s List – No changes
8. Standing Committee Reports
   1. Finance Committee
      1. The year-to-date budget report from the City was not available at meeting time.
      2. The Finance Committee will meet in July following the regular board meeting.
   2. Building Committee
      1. Concrete work to smooth the transition from the walk to the doorway has not been completed. Once it is completed, final adjustments will be made, and the bill will be paid following a walk through. Reitmeier reported some issues with the operation of the doors but stated that these have been fixed.
   3. Technology – No action taken.
   4. Personnel
      1. A motion (Chandler/Robertson) to hire Charlotte Rhodes for cleaning services at $15/hour for a maximum of 20 hours per week pass unanimously.
   5. Long Range Planning
      1. The committee will meet today following the regular board meeting.
   6. Old Business - none
   7. New Business
      1. The Illinois Public Libraries Annual Report (IPLAR) is due June 30. The report is directly tied to library funding. Reitmeier stated that he has learned much in preparing this year’s report and is already preparing for collection of information needed for next year’s report.
      2. Debra Kent was appointed to TPL’s board of trustees. She will be sworn in at the July meeting.
      3. Reitmeier reported that TPL received about $5500 from the Rescue America federal grant for workforce training. This grant carries very specific requirements. He will continue to inform the board on the status of this grant.
9. Motion to adjourn (Brown/Driskill) at 5:35 p.m. was unanimously approved.