Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, December 20, 2022, 5:00 p.m.

Present: Ryan Reitmeier Heather Sutton Ann Chandler Peggy Brown Cathy Robertson Erin Driskill

Public: none

Absent: Terri France, Jim Olive, Ben Robinson

1. President Chandler called the meeting to order at 5:02 p.m.
2. Approval of Minutes – Minutes from the November 15, 2022, regular meeting (Driskill/Robinson) 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 a communication error had occurred with the Taylorville Park District resulting in a misunderstanding regarding the library’s participation in Christmas in the Park. Reitmeier has spoken with officials at the park district and will meet with the employee involved to ensure better communication in the future.
      2. Reitmeier would like to replace the current paper library cards with plastic ones for better longevity. He will bring pricing information to the board.
      3. Staff will work on signage updates during the coming winter months when business is typically slower.
      4. Kroger Corporation held a well-attended Job Fair at TPL with over 200 people inquiring. Because of the turn out, the second job fair session was not necessary.
      5. Reitmeier will purchase shirts with TPL’s logo for the staff as Christmas gifts.
      6. Website issues relating to what books are at TPL are being addressed.
      7. Explore More IL is a feature that can give library card holders discounts on tickets and admissions to attractions. It will be added to TPL’s website. There is no cost to the library.
      8. Reitmeier previously reported that within the next couple of year the Illinois Heartland Library System (IHLS) will likely transition from workers at the facility moving materials to an Automatic Material Handler (AMH.) The AMH will sort materials shared by libraries within the system. TPL is part of the system, and Reitmeier is part of the group studying this transition. If this change occurs, IHLS will required all member libraries to place new bar codes on the outside of all their materials. This will be costly and time consuming. Reitmeier will keep the board updated as decisions are made.
      9. TPL will offer a “Crafts-mas” crafting event. Reitmeier stated this type of event will be offered in conjunction with other holidays as well.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
   1. Current Bills – Approval of the current expenditures in the Operating Fund (Sutton/Driskill) 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 – no changes
8. Standing Committee Reports
   1. Finance Committee
      1. The year-to-date FY2023 Financial Report showed that 90% of anticipated revenues have been received. Total expenditures are 82.5% of the amount budgeted.
   2. Building Committee
      1. A motion (Chandler/Brown) to hire Christy Fultz contractors to repair the roof/fascia damage on the north side of the building and to inquire with Christy Fultz about pricing for upgrading to commercial size downspouts was approved unanimously.
      2. Two additional service calls for the automatic doors (west side) were needed in the last month because the outer door wouldn’t close completely. The company replaced the computerized operating “brain.” Reitmeier will monitor the situation.
   3. Technology
      1. Reitmeier gave the board information on leases for a copier to replace the current Xerox machine which has a lease ending in February. He recommended, and the board agreed, that a lease agreement with Advanced Digital was the most cost effective for TPL’s need. No vote was needed as this item is within the current budget parameters.
   4. Personnel – No action taken
   5. Long Range Planning – The Long Range Planning committee will meeting tonight following the regular December board meeting.
   6. Old Business - No action taken.
   7. New Business
      1. Oath of Office – no action taken
      2. The board reviewed Chapters 3 & 4 of “Serving our Public” (Personnel and Access) as required for the Per Capita and Equalization Grant.
      3. TPL has applied for two $1000 grants. Both are for collection purchases. This will free up monies allotted to collection development. Reitmeier will continue to search for grants to cover any new projects.
9. Motion to adjourn (Sutton/Robertson) at 5:39 p.m. was unanimously approved.