Taylorville Public Library Board of Trustees

Meeting Minutes Tuesday, July 19, 2022, 5:00 p.m.

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

Public: none

Absent: Jim Olive

1. President Chandler called the meeting to order at 5:02 p.m.
2. Approval of Minutes – Minutes from the June 21, 2022, regular meeting (Driskill/Sutton) 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. Reitmeier reported that he will contact an electrician to address issues with light ballasts and fixtures that are not working.
		2. Printer glitches have been fixed. TPL replaced two computers at the circulation desk and took out one patron computer that was not working. It, along with another computer at the circulation desk, will be replaced in the next two to three months.
		3. Reitmeier has joined the Library Advisory Board. He will receive a $500 stipend which he will donate to TPL.
		4. The fee for patrons to print job applications and resumes is currently waived.
		5. The Summer Reading Pool Party was well attended. TPL received numerous donations from the community in support of the Summer Reading Program.
		6. Reitmeier plans to contact Lincoln Land Community College as a resource for TPL’s job readiness grant.
		7. The current Per Capita grant award was $15,496.00. This is $3000 to $4000 less than previous years because 2020 census numbers recorded Taylorville’s population as lower than in the past.
		8. Students from Edinburg toured the library in late June. They received library cards and enjoyed the visit. Feedback from parents was good.
		9. IPLAR (Illinois Public Libraries Annual Report) was completed and submitted on schedule. A copy was given to President Chandler and to the City Treasurer.
		10. Reitmeier stated that TPL passed its portion of the City’s financial audit. Everything was in order.
		11. TPL will not hold a book sale at the county fair. The library currently doesn’t have the staff or a means to transport books to the fairgrounds.
		12. A staff member had Covid. TPL followed all quarantine guidelines. No other cases were reported in the library.
		13. The patron newsletter is ready. Reitmeier is working with IT to determine how to send it out. Patrons will be asked to sign up with their email.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
	1. Current Bills – Approval of the current expenditures in the Operating Fund (France/Brown) unanimous roll call.
		1. Two large bills were noted: payment for the automatic doors and reimbursement to the City for payroll (there was a backlog due to the transition in the Treasurer’s office.)
	2. Capital Fund – There were no Capital Fund expenditures.
	3. Operating Receipts: Board reviewed an updated balance sheet.
7. President’s List – Automatic Doors are done!
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. Because the City Budget is not yet finalized this report reflects only the current period and year-to-date actual.
	2. Building Committee
		1. The Automatic Door project is completed with the concrete pad and threshold in place. T& J Construction checked these final steps yesterday. All was in order. Reitmeier had a positive experience working with this subcontractor.
		2. A motion (Chandler/France) that TPL refrain from working with Vollentine Construction, the general contractor for the automatic door project, due to the contractor’s rude language and use of profanity when dealing with TPL’s director was approved unanimously.
	3. Technology
		1. Reitmeier will work on a schedule for hardware replacement.
	4. Personnel
		1. A motion (Robertson/Robinson) to hire Charlotte Rhodes at $13.00/hour as a part-time employee to clean TPL passed unanimously.
	5. Long Range Planning
		1. Reitmeier gave an overview of his Plan for 2022-2024.
	6. Old Business
		1. The Annual Budget & Appropriation Resolution will be on the August agenda.
	7. New Business
		1. The Hot Spot Policy was presented to the board for a first reading and discussion.
		2. The damaged metal mesh on the outside of the library will need to be addressed by a roofer. Reitmeier will explore options.
		3. Reitmeier is working on a training program for new board members.
		4. Reitmeier will get the library’s emergency exit doors checked as they need work or replacement. Security will be part of the upgrade.
9. Motion to adjourn (Robinson/Brown) at 5:47 p.m. was unanimously approved.