Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, February 21, 2023, 5:00 p.m.

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

Public: none

Absent: None

1. President Chandler called the meeting to order at 5:03 p.m.
2. Approval of Minutes – Minutes from the January 17, 2023, regular meeting (France/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. Director Reitmeier stated the county clerk’s office should have mailed economic interest forms to all TPL trustees. Not all members received the form. Reitmeier will contact the county clerk.
      2. Reitmeier is working to reconcile TPL’s financial data on a report created to compare finances month to month and year to year. He believes there is an inconsistency in how some data is posted.
      3. TPL uses Polaris software for checking out materials from IHLS. Patrons find it difficult to use. Many patrons call in to have staff do it for them which is not the intent of the service. Reitmeier is looking at Aspen, a different software that is more user friendly, but at a price. He will check into the service and report to the board.
      4. TPL is working on issuing library cards to students at Edinburg and Taylorville schools.
      5. After investigating “Wowbrary,” a library newsletter software, Reitmeier and the staff have decided to create their own. No additional software will be needed.
      6. The new printer has been installed to the joy of staff and patrons.
      7. Christy Fultz contractors will repair the northwest side of the building when they can fit the one-day job into their schedule. Christy Fultz recommended leaving the downspouts as they are.
      8. TPL has received copies of the documents associated with the discovery and cleanup of the Ameren/CIPS coal gasification site adjacent to Manners Park. These copies will remain on file at TPL as per court order.
      9. Reitmeier will see an Automatic Material Handler (AMH) in action this week. The AMH sorts materials shared by libraries within a system. He hopes to gain more insight into how, if instituted by IHLS, the AMH would impact our library.
      10. In TPL’s budget for FY23, Reitmeier allotted funds for a mounted television at the circulation desk. This TV would scroll useful information and share the events held at TPL. If feasible in the current budget, Reitmeier would like to replace a patron computer that no longer functions. He is looking into replacing the scanners used to check out materials, but this will be in a future budget.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
   1. Current Bills – Approval of the current expenditures in the Operating Fund with addendum (France/Brown) 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 95% of anticipated revenues have been received. Total expenditures are 95.56% of the amount budgeted. Salary reimbursement to the City and payment for the automatic doors were items to be paid in FY22, but didn’t clear until FY23.
   2. Building Committee – No action taken
   3. Technology – No action taken.
   4. Personnel
      1. The Personnel Committee will be after tonight’s regular meeting to discuss staff evaluations and wage increases.
   5. Long Range Planning – No action taken.
   6. Old Business - No action taken.
   7. New Business
      1. Oath of Office – No action taken.
      2. The board reviewed Chapters 8, 9, & 10 of “Serving our Public” (System Member Responsibilities and Resource Sharing; Public Services: Reference and Reader’s Advisory Services; and Programming) as required for the Per Capita and Equalization Grant.
9. Motion to adjourn (Sutton/Robinson) at 5:33 p.m. was unanimously approved.