

Taylorville Public Library Board of Trustees Meeting Minutes

Tuesday, September 16, 2025, 5:00 p.m.

- Present: Ann Chandler Ben Robinson Heather Sutton Terri France Sophie Robinson
Mary Ann Lowry Jim Olive Cathy Robertson Lorachelle Eck
- Public: None
- Absent: Peggy Brown
- I President Chandler called the meeting to order at 5:00 p.m.
- II Board Members – Mary Ann Lowry, city appointed as a board trustee, took the Oath of Office.
- III Approval of Minutes – Motion (B. Robinson/Lowry) to accept minutes from the August 19, 2025, Regular Board Meeting was approved unanimously.
- IV Executive Session – None
- V Motions Pertaining to Executive Session (if necessary) – None
- VI Librarian’s Report
- a. Director Eck supplied updated contact information for trustees.
 - b. Eck reported that the staff training day was a success. The full staff completed CPR, AED, and Narcan training as well as sublimation printer training. Sublimation printer training will become a program for the public. Patrons have also asked for CPR, AED, and Narcan training.
 - c. Eck met with the claims adjuster for the roof. TPL has received a check for the damage from the insurance company.
 - d. TPL has \$10,740 in donations for Imagination Library. Eck is now waiting to hear from the organization’s administration in Tennessee. A kickoff is being planned which will include the mayor.
 - e. Mental health kits received through Memorial Health Care are now in circulation.
 - f. Assistant Director Morgan Ebert has completed all coursework for Catalogers and is now fully trained.
 - g. Libby is now integrated with Polaris for all new and current patrons.
 - h. There is new décor and signage in the Children’s area.
 - i. Eck has created a “how-to” document for Ebert to reference during Eck’s maternity leave. Ebert will serve as interim director for the duration of Eck’s leave.
 - j. Name tags for staff were created using the sublimation printer.
 - k. Eck and Erin Crommett were interviewed on WTIM Radio.
 - l. TPL will participate in Manners Park Fall Festival on Sept. 27, 2025.
 - m. TPL will participate in Chillifest on Oct. 4 & 5, 2025. The annual book sale will be held during regular library hours on Oct. 3 & 4.
 - n. Eck is reviewing subscriptions for periodicals and will consider cutting those that are unused or underused. The potential savings is \$2500.00.
 - o. Eck is training employees.
 - p. A section for the classics has been completed.
 - q. Savannah is responsible for updating the TV display and the children’s section to the website.

- r. Students from Memorial School toured the library. Central School is scheduled for next week.
- s. Eck created Kids' Library card sign up sheets to be completed by parents.
- t. Using Google forms, Eck created sign-up sheets for scheduling meeting rooms. Trial run is today.
- u. Upcoming events: Library Crawl Oct. 1-31; Painting Pumpkin Contest; Fire Safety Week; Blood Drive sponsored by TPL at the Christian County Extension Office; and TPL Halloween Party!!

VII Financial Reports

- a. Current Bills – A motion (Lowry/S. Robinson) to approve the current expenditures in the Operating Fund passed by unanimous roll call vote.
- b. Capital Fund – A motion (France/S. Robinson) to approve the current expenditures in the Capital Fund passed by unanimous roll call vote.
- c. Operating Receipts: The board reviewed current receipts and financial data.

VIII President's List

Inventory of Technology and Library Assets was removed. Carpeting was added as a future project.

IX Standing Committee Reports

- a. Finance Committee – The board reviewed the Year-to-Date FY2026 Financial Report. Three (3) months into the fiscal year, TPL has received 56.60% of anticipated revenue and expended 36.36% of budgeted funds. The board also reviewed Director Eck's proposed changes for employee hours
- b. Building Committee – No action taken.
- c. Technology – No action taken.
- d. Personnel – No action taken.
- e. Long Range Planning – No action taken.

X. Old Business

a. Inventory - Director Eck provided an Estimate of Total Library Inventory giving totals in each of nine categories. Eck estimated the value of TPL's inventory at \$580,897.55. She has a breakdown of each category. Eck stated some replacement values were difficult to calculate as some things TPL owns are no longer available. She was as specific as possible. This list will be updated annually, and the project has been removed from the President's List.

b. Imagination Library – See Librarian's Report

XI. New Business

- a. Roof update – Invitation to Bid will be published this week in the State Journal Register and later in the Breeze Courier. Eck and President Chandler will hold a Pre-Bid informational meeting for contractors on September 29, 2025, at 1:00 p.m. at the library. Eck and Chandler will open bids received on October 13, at 1:00 p.m. The board will meet on October 13, 2025, to review bids at 5:00 p.m.
- b. Dress Code Policy – Tabled
- c. Maternity Leave – Director Eck submitted a letter regarding plans for her upcoming maternity leave. The board previously granted Eck's maternity leave which allows her to use benefit time given by TPL. The board stated that it would work with Eck as far as the length of her

leave. Any time used beyond her benefit time would not be paid by Taylorville Public Library. Questions arose regarding the possibility of reserving some paid time off to be available after her return to work and whether she could have pre-payment of benefit time as stated in Paragraphs 2 & 3 of Eck's letter. These questions will be researched. The request was tabled and will be revisited at the October meeting.

- a. A motion (Sutton/Olive) to appoint Morgan Ebert interim director for the duration of Director Eck's maternity leave and to pay Ebert an addition \$200 per week salary and \$25 per month for use of her cell phone during Eck's maternity leaves was approved unanimously by roll call vote.

XI. Adjournment – The meeting adjourned at 5:48 p.m.