

Taylorville Public Library Board of Trustees Meeting Minutes

Tuesday, June 17, 2025, 5:00 p.m.

- Present: Ann Chandler Sophie Robinson Terri France Erin Driskill Cathy Robertson
Lorachelle Eck
- Public: None
- Absent: Peggy Brown Jim Olive Heather Sutton Ben Robinson
- I President Chandler called the meeting to order at 5:00 p.m. *Ben Robinson joined the meeting at 5:02 p.m.*
- II Approval of Minutes – Motion (Driskill/S. Robinson) to accept minutes from the May 20, 2025, Regular Board Meeting and Executive Session was approved unanimously.
- III Public Forum – None
- IV Executive Session – None
- V Motions Pertaining to Executive Session (if necessary) - None
- VI Librarian's Report
- a. TPL has signed with Ingram and will no longer use Baker and Taylor. Ingram offers more book choices and is less expensive.
 - b. Director Eck met with Watts regarding copier abilities for email or fax.
 - c. Eck is working on new library cards which will have key fob, regular card and TPL's logo.
 - d. TPL donated 7 boxes of old newspapers to Fur Love resale. There are 8 boxes remaining. Fur Love will take these when they have space.
 - e. Director Eck ordered new thermal receipt printers and sticky receipt paper.
 - f. TPL has entered an agreement with Hoopla and will be implementing this digital platform by July.
 - g. TPL staff is now using Canva for marketing. This includes a brand kit with TPL's colors and logo.
 - h. Assistant Director Morgan Ebert has been added to OCLC, a global library organization that provides shared technology services, original research, and community programs. Ebert will complete training for OCLC.
 - i. TPL staff have received links for Aspen training. Aspen has been TPL's new card catalog system since January, but staff had not been trained in its use. This training will count as continuing education.
 - j. Director Eck ordered an iPad for the circulation desk and will be getting a Square point-of-sale once she receives the new credit card from the bank. She stated this system will be better for reporting revenue as administrators can print reports.
 - k. TPL's Amazon account now uses purchase orders so that a credit card is no longer necessary.
 - l. Eck sent library closure dates to IHLS & CTI (for phones.) IHLS had not received closure dates since 2020.
 - m. Eck continues to train staff on customer service. Two people are scheduled at the circulation desk at all times.

- n. Eck has met with staff individually and as a whole to facilitate communication. All staff have new emails.
- o. TPL partnered with Manners Park Day Camp. All campers are signed up for Summer Reading and will attend Summer Reading programs. Program Director Erin Crommett will provide programs specifically for campers as scheduling allows.
- p. Savannah Blanford was added to all social media. She is now in charge of all social media posting.
- q. Eck and staff are using ConnectTeam for scheduling, time sheets, requested time off, and clocking in and out.
- r. Eck created a 2025/26 FY stats sheet.
- s. Eck is looking into methods to get accurate door counts either by purchasing a counter or updating existing camera software. She received an estimate from Sensource of \$3898 for a counter that covers both entrances.
- t. Staff cleaned up the Community Room. Eck will get the closet doors in this room fixed.
- u. Staff was given till the end of June to clear items out of the back room. After that Eck will pitch what's remaining.
- v. All staff now have an L2 account with the state to track continuing education hours, training, and events. No one had an existing account.
- w. Staff name tags have been ordered.
- x. Director Eck is working on stats for IPLAR which determines Per Capita Grant amounts. This must be completed, including corrections, by July 1. She found many discrepancies in stats and numbers given for last year. She learned that staff had not been directed to keep stats. This changed as of June 2025.
- y. Eck reported two bills which had gone unpaid. She issued payments immediately.
- z. Eck ordered bookshelf signage and Summer Reading prizes. Educational Development Company matched TPL's purchases and gave the library \$445 in books and STEM kits.
- aa. Although it is too late to cancel for this FY, Eck will not renew Web Dewy (\$391) and Ebsco (\$2500) as these services are not necessary.
- bb. Eck is working on a contract for hotspots through a government agreement. These would be 5G rather than the current 4G.
- cc. Eck registered for Director University which will be held in Bloomington in August.
- dd. Staff is now required to complete monthly reports that go to the Director.
- ee. President Chandler noted that Director Eck has only been with TPL since May 27 and has accomplished a great deal.

VII Financial Reports

- a. Current Bills – A motion (France/B. Robinson) to approve the current expenditures in the Operating Fund passed by unanimous roll call.
- b. Capital Fund – There were no Capital expenditures this month.
- c. Operating Receipts: The board reviewed current receipts and financial data.

VIII President's List – No changes

IX Standing Committee Reports

- a. Finance Committee – One (1) month into the fiscal year, TPL has received 1.5% of anticipated revenue and expended 5.88% of budgeted funds. It was noted that the City of Taylorville is expected to approve the FY 25-26 budget as a whole this month.
- 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. A motion (France/B.Robinson) to secure the services of Nailed It for west side soffit repair at a cost of \$4800.00 was unanimously approved.

b. TPL will need to have \$10,000.00 on hand for Imagination Library. Director Eck will meet with a representative on June 25.

XI. New Business

- a. The Board discussed whether a fee should be charged to make a payment through Square. No action was taken, and the matter will be reviewed in July.
- b. IPLAR discussion – See Librarian's Report.
- c. Hoopla Agreement – Cost is \$5000 per year divided by the remaining number of months in the year. With Hoopla, there is no waiting to borrow materials; it is immediate. There are caps set for usage per month. Once TPL hits the cap, nothing else can be accessed that month. Hoopla usage is only for this library's patrons.
- d. Lazerware Vice President Mike Helms and Senior Technician Brad Blatter presented an overview of proposed services, hardware and software needs, and labor for updating library systems. An estimate for software, hardware, one year of support, and labor totaled \$19,936.40. Director Eck will review the proposal with the board. *Sophie Robinson left the meeting at 5:36 p.m.*

XII. Adjournment – The meeting adjourned at 5:53 p.m.