Taylorville Public Library Board of Trustees Meeting Minutes

Tuesday, July 15, 2025, 5:00 p.m.

Present: Ann Chandler Ben Robinson Cathy Robertson Peggy Brown Jim Olive Heather Sutton Lorachelle Eck

Public: None

Absent: Terri France

I President Chandler called the meeting to order at 5:00 p.m.

II Approval of Minutes – Motion (Robinson/Brown) to accept minutes from the June 17, 2025, Regular Board Meeting was approved unanimously.

III Public Forum – None

IV Executive Session – A motion (Sutton/Brown) to enter Executive Session pertaining to (5 ILCS 120/2) Exception 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity was unanimously approved at 5:09 p.m.

 A motion (Olive/Brown) to return to Open Session was unanimously approved at 5:19 p.m.

V Motions Pertaining to Executive Session (if necessary) - None

VI Librarian’s Report

1. Director Lorachelle Eck stated that new library cards have been ordered.
2. Hoopla digital service became available July 14. Staff is training to assist patrons. Thirty-five patrons registered within two hours of the launch. Hoopla provided a social media campaign and signage to promote the launch. Currently, patrons may borrow up to five materials per month. This may be adjusted as Eck studies Hoopla usage. The initial cost of $5000.00 fell within expenditures for books in the budget.
3. Soffit and gutter repair will begin on July 18 if weather and supply chains cooperate. Materials have been ordered and have shipped. Eck is monitoring cost of the project as the scope of damage cannot be completely determined until the job is underway. The original estimate for the repair was $4800.00.
4. After pricing items like business cards and staff nametags, Eck determined it would be more cost effective for TPL to purchase a sublimation printer and heat press. This will allow staff to make those items as well as marketing materials and t-shirts. Eck purchased the equipment and supplies via Amazon Prime while on sale. The equipment will also be used for tech programming for adults and will reside in TPL’s maker space.
5. Eck shared a quote for Americall Communications phone system and hosting. This system would increase functionality of TPL’s phones and save $290.95 monthly. CTI will still be TPL’s delivery system and internet provider.
6. Employees Emily Miller and Savannah Blanford have switched roles. Miller will work primarily in Circulation but will continue to host story times with young children, adding a story time for birth to18-month patrons. Blanford will handle all other youth service with a major focus on middle grades and teen programming.
7. The OCLC contract has been signed and sent to the State Library where it will be forwarded to the Library of Congress.
8. Quickbooks 2025 online is active. All data has been transferred. Eck prepared the board’s monthly and YTD Operating and Capital Fund reports and Balance Sheet using the updated system.
9. TPL is using a Square register for taking in payments and reporting income.
10. On August 28, TPL will host an IHLS book repair class in the Community Room. Morgan Ebert and Lezlie Staake will attend for TPL, enabling them to train additional staff. Employees from member libraries will also attend. Cost is $15 for supplies.
11. TPL received $15,496.35 from the Per Capita Grant.
12. Eight (8) hotspots from T-Mobile have been added to TPL’s inventory. The hotspots have 5G service and were free through a governmental agreement. There is no contract involved.
13. Eck met with TCUSD Superintendent of Schools Brandy Bruley and school board member Dr. Ron Mizer to discuss ways for TPL to partner with the school district.
14. Police were informed of a man relieving himself in the library parking lot. The man was already under a no trespassing order. He was arrested and charged.
15. Eck will schedule a Staff Training Day. The agenda will include training from TFD in basic life support, CPR, and use of an AED, along with operation of the sublimation printer. Staff will also receive Narcan training, a legal requirement for libraries, through the Sangamon County Department of Public Health. Lunch will be provided. Eck will order a case for the AED so that it can be keep at the Circulation Desk. Staff will be given three choices of dates based on availability of the trainers.
16. A total of 281 registered for Summer Reading, up from 244 in 2024. TPL received $1075.00 in donations for the program. In all, 16 programs were held in June with 320 people attending. Forty-eight (48) new library cards were issued.

VII Financial Reports

1. Current Bills – A motion (Olive/ Robinson) to approve the current expenditures in the Operating Fund passed by unanimous roll call vote.
2. Capital Fund – There were no Capital expenditures this month.
3. Operating Receipts: The board reviewed current receipts and financial data.

VIII President’s List

Inventory of Technology and Library Assets has been added back to the list as Director Eck plans to review it and update as needed.

IX Standing Committee Reports

* + 1. Finance Committee – Two (2) months into the fiscal year, TPL has received 2% of anticipated revenue and expended 14.75% of budgeted funds. It was noted that no property tax dispersals have been made at this time. However, the year-to-year receipts report indicates TPL is in strong financial shape.
		2. Building Committee – No action taken.
		3. Technology – No action taken.
		4. Personnel – No action taken.
		5. Long Range Planning – No action taken.

X. Old Business

 a. Date to Start Soffit repair – see Librarian’s Report.

 b. Director Eck met with a representative of Imagination Library on June 25. After marketing information is received TPL will begin a campaign to promote the program and solicit sponsors. A link labeled for Christian County donations is live at <https://uwdecatur.harnessgiving.org/campaigns/17676> with $10,000.00 needed. Eck shared that Fur Love, a Taylorville non-profit, will donate $5000.00. Eck is planning a major event to launch participation in Imagination Library.

1. New Business
	* 1. The Board discussed whether a fee should be charged to patrons making a payment through Square. Eck contacted numerous area libraries that use Square. None charged a fee. It was agreed that TPL would absorb the transaction fees, but in order to pay through Square, users must charge a minimum of $5.00 so that the library does not lose money on small transactions.
		2. Live roaches were found in the case of a returned DVD. Eck killed them and sealed the DVD. She notified the patron, and they formulated a plan to avoid further issues. Eck prepared a Pest Policy to be included in TPL’s Policy Manual. It is based on best practices of other libraries and the Illinois Department of Public Health.
		3. The Illinois Public Library Annual Report (IPLAR) for 2024 contained numbers that were incorrect and low. This caused issues with the 2025 report which was more accurate. After conferring with state officials, Director Eck’s 2025 report has been accepted. She has put a data collection system in place so that employees can record numbers throughout the year. These statistics will be accurate.
		4. Per Capita – see Librarian’s Report.
		5. Two trustees, Erin Driskill and Sophie Robinson, submitted letters of resignation prior to today’s meeting. President Chandler will begin the search for replacements. TPL thanks them for their service.
		6. A motion (Sutton/Robinson) to move TPL’s three (3) checking accounts to First National Bank of Taylorville was approved by unanimous roll call vote.
		7. Eck has found two alternatives to fulfill the requirement for counting people coming through the doors. SenSource can install sensors at both entrances which will count, time stamp, and report traffic. The initial cost is $3,898.00 with $440 annual data hosting fees. The second alternative is to have Altman Monitoring Solutions install a more sensitive camera that they believe can count traffic. It will cover both entrances. The camera currently in this position can be moved to a different area of the library to replace one that isn’t functioning. Cost would be $385, but it may not be as efficient or accurate as the SenSource equipment. With the consensus of the board, Eck will hire Altman to proceed. If this alternative doesn’t work, Eck will turn to SenSource.
		8. TPL received a quarterly E-Rate credit of $5,472.00. This credit is applied to the library’s expenditures for phone and internet at Computer Techniques, Inc.
		9. A motion (Robinson/Olive) to switch to Americall Communications for phone hosting and new hardware was approved by unanimous roll call vote.
		10. A motion (Robertson/Brown) to hire MM Landscaping for clean up of plantings and adding new plants and rock as needed was approved by unanimous roll call vote. The project was estimated at $1920.00.
		11. A motion (Sutton/Robinson) to approve costs and library closure for a Staff Training Day (date to be determined) was approved by unanimous roll call vote. Eck will hold one training day this fiscal year but will plan for two each year in the future. She noted that cost for CPR/AED training and certification is $40 per person. This certification is good for two years.
		12. Rather than the director delivering board meeting packets to trustees’ homes, it was decided that packets should be emailed. Hard copies will be available for pick up at the library.
		13. The Personnel Committee will meet after the August Board Meeting.
2. Adjournment – The meeting adjourned at 6:03 p.m.