

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, September 15, 2020 5:00 p.m.

Present:	Steven Ward	Ann Chandler	Cathy Robertson
	Gary Merker	Peggy Brown	Terry Rainey
	Don Farrimond	Terri France	Jim Olive

Public: none

Absent: none

- I. President Chandler called the meeting to order at 5:00 p.m. Morgan Ebert was excused from attending.
- II. Approval of Minutes – Minutes from the August 18, 2020 meeting (Olive/Brown) were approved unanimously.
- III. Public Forum – none
- IV. Librarian's Report:
 - a. Circulation report – reviewed
 - b. Community Room Activity report - reviewed
 - c. Gifts & Memorials report - reviewed
 - d. Director's Comments:
 - i. Ward stated that Ebert was working on a Back to Books grant from the Illinois State Library that awards up to \$4900 to libraries, and he is working on a grant for PPE that will award up to \$500. TPL will be notified of any awards in early November.
 - ii. Jessica Green and Emily Miller have prepared "Take and Make" kits for children and teens. Families may register for kits which provide a snack, a craft, and a suggestion for a book related to the theme. There will be a new theme each month. The containers and some materials are reusable and will be returned to the library. If popularity grows, they will develop more kits. The staff continues to expand TPL's virtual presence for children and families.
 - iii. Ward voiced concerns over bringing the public in for TPL's annual book sale. After discussion, the board and the director agreed to wait until spring to plan a sale. In the meantime, Ward will work toward lining the front windows of the library with already owned shelving that will house a continual used book sale that will always be available to the public.
- V. Motions Pertaining to Executive Session
 - a. None
- VI. Financial Reports
 - a. Current Bills – Approval of the current expenditures with addendum in the Operating Fund (France/Merker) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures (Olive/Robertson) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President's List

- a. No changes – see information on Parking Lot Striping under Building Committee
- VIII. Standing Committee Reports
 - a. Finance Committee
 - i. The YTD Budget Report was not yet available from the City Treasurer.
 - b. Building Committee
 - i. Patching was done in July, but workers did not return in July as promised to complete the sealing and striping. They rescheduled for Sept. 16 and 17.
 - ii. The office renovation project has been tabled. Ward was advised not to do the project in phases, and he believes that other projects are more of a priority. The plan is to work on decluttering the rooms at the north end of the library and making office space in the workroom for Green & Ebert using movable dividers.
 - iii. Ward questioned the necessity of increasing exterior lighting because of TPL's shortened evening hours. Olive noted that Ameren is eventually changing all street lights to LEDs which will increase the coverage around the building. It was decided that exterior lighting is not an issue at this time.
 - c. Technology – No action taken.
 - d. Personnel
 - i. Ward stated that two circulation employees have been laid off since spring. He believes there is now a need of one circulation person which would make current staff available for other necessary projects such as digital programming and instruction, developing a digital newsletter, and weeding. Ward proposed bringing the more senior employee back to work circulation and ease the short staff situation. He explained that he hopes to increase public hours in November, and that the budget contains salary for this employee. A motion (Chandler/Merker) to rehire the more senior circulation employee at 29 hours per week with a start date to be determined by the director was approved unanimously.
 - e. Long Range Planning – No action taken.
- IX. Old Business – None
- X. New Business
 - a. A motion (France/Brown) to approve the Collection Development Policy as presented was approved unanimously.
 - b. A motion (Robertson/Olive) to approve the Lost & Found Policy as presented was approved unanimously.
 - c. Trustees reviewed Chapters 4-6 of Serving Our Public 4.0 per the requirements of the Per Capita Grant. These chapters and checklists covered library access, building infrastructure and maintenance, and safety standards for libraries.
 - d. Ward informed the board that the Live & Learn Construction Grant will match up to \$35,000 on library projects with a priority for those addressing ADA compliance. The next round of grant submissions will be made in January. Ward talked with Robert Pelka of Tee Jay Central regarding updating or replacement of the automatic door on the west entrance which has had numerous operational issues over the years. Ward feels that both the west and east entrances should have automatic doors. The cost for one door that swings open automatically with

a push button on each set of doors would \$4503 for each entrance. This does not include the cost of new doors. Ward also explored the possibility of automatic sliding doors with sensors on the west and a single on the outside entrance of the east and a double on the inside. The west side would have two sets of double sliding doors. The east side won't accommodate double doors on the outside. (*France left the meeting at 6:02.*) This would call for a single sliding door on the exterior and a double sliding door opening into the library. The cost for the west side would be \$19,949. East is \$17,247. This includes all framework, sensors and doors. A motion (Chandler/Merker) for Director Ward to pursue the Live & Learn Construction Grant for the purpose of installing ADA accessible automatic doors was approved unanimously.

- XI. Motion to adjourn – (Olive/Brown) at 6:08 p.m. was unanimously approved.