

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, June 16, 2020 5:00 p.m.

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

Public: none

Absent: Jim Olive is attending a City meeting. *Jim Olive joined the meeting at 5:30 p.m.*

- I. President Chandler called the meeting to order at 5:00 p.m. and welcomed the board to this socially distanced in-person meeting. Morgan Ebert was excused from attending.
- II. Approval of Minutes – Minutes from the May 19, 2020, meeting (Rainey/Farrimond) were unanimously approved.
- 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 received confirmation of this year's Per Capita grant. TPL's award will be \$14,057.50.
 - ii. The annual IPLAR report is due this month. A copy will be submitted to the City for informational purposes.
 - iii. TPL's first virtual Summer Reading Program is about to begin. To convert the program from in-person to virtual, Jessica Green and Emily Miller have created online registration forms, videos for each activity, and kits for participants to use at home. These will coordinate with Facebook Live broadcasts from the library. Ward stated 155 have registered for the program – the largest number of his tenure. TPL received a \$500 grant from Walmart for this program. Several local businesses made donations to support the program.
 - iv. TPL's new website is taylorvillelibrary.org. It is a work in progress. Ward noted initial difficulties getting the new site to pop up in a search after taking down the old site, but he has rectified this issue.
 - v. Wareham Security completed the annual burglar and fire alarm test on May 22. All is A-OK!
 - vi. Patrons have enjoyed and utilized the curbside pick-up service which began June 1. There were 20 pickups on the first day. Staff is ready to begin offering curbside faxing and copying to assist patrons.
- V. Motions Pertaining to Executive Session
 - a. None
- VI. Financial Reports
 - a. Current Bills – Approval of the current expenditures in the Operating Fund (France/Brown) unanimous roll call.

- b. Capital Fund –Approval of the Capital Fund expenditures (France/Merker) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List
 - a. Merker asked that “Painting Dryvit” be added to the list so that it will match the recently painted exterior of the building.
- VIII. Standing Committee Reports
 - a. Finance Committee
 - i. Ward noted TPL is one month into the fiscal year with .18% of revenue collected and 6.1% of the budget expended. No tax revenues have been dispersed yet, and under Covid closure, no other revenues were collected.
 - ii. Changes in the reporting of funds on the Balance Sheet were recommended by auditor Iris Noblet. Three small funds including Petty Cash and two other capital accounts totaling less than \$100 will be rolled into the Capital fund at Noblet’s recommendation. The Capital Fund Continuing Reserve will no longer be a journal entry. It will also migrate to the Capital account where the money actually resides. France noted that she has worked with Noblet in the past and has complete confidence in her expertise and accuracy. Merker expressed concern as to why these funds were originally reported in this manner.
 - iii. A motion (Chandler/Farrimond) to remove all but \$2000 from the Working Cash Fund and deposit the difference into a currently held Certificate of Deposit when that CD comes due was approved by a vote of 6 to 1 with Merker voting against.
 - iv. Ward noticed a recent plummet in the interest rate paid at 1st Mid Illinois from 1.29% to .1%. He contacted other local banks to compare rates. 1st Mid Illinois agreed to match the best rate of .5% but this rate is variable.
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 - b. Building Committee
 - i. VICC will meet with Ward this week to schedule work on parking lot repairs, sealing, and striping.
 - c. Technology – No action taken.
 - d. Personnel – No action taken.
 - e. Long Range Planning – No action taken. The committee will meet at the conclusion of the current meeting.
- IX. Old Business - None
- X. New Business
 - a. A motion (Merker/Robertson) to accept the phased reopening plan as presented with dates of June 29, 2020, for Phase 2 and July 27, 2020, for Phase 3 and Phase 4 to be determined was approved unanimously. TPL’s reopening will be contingent upon state guidelines.
 - b. A motion (Robertson/Olive) to open executive board meeting minutes (18 months or older) from 4/17/18; 8/21/18; and 10/16/18 and destruction of recordings from these meetings was approved unanimously.
- XI. Motion to adjourn – (Olive/France) at 5:54 p.m. was unanimously approved.