

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, February 16, 2021 5:00 p.m.

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

Public: none

Absent: none

- I. President Chandler called the meeting to order at 5:02 p.m. Morgan Ebert was excused from attending.
- II. Approval of Minutes – Minutes from the January 19, 2021, meeting (Olive/France) 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 has been asked by the Illinois Heartland Library System to be the administrator for the website and main contact for the medium size public libraries group within their system.
 - ii. Annual statements of economic interest for trustees are due May 1.
 - iii. Because libraries have not been mentioned in any vaccination plans Ward contacted the Christian County Health Department which will offer the vaccine to TPL staff as soon as possible.
- V. Motions Pertaining to Executive Session
 - i. At 5:08 p.m., a motion (Merker/Brown) was made to move into closed session to discuss the annual staff plan citing (5 ILCS 120/2)) from Ch. 102, Par. 42) (Text of Section from P.A. 99-78) I Exception 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. The motion was approved unanimously.
 - ii. A motion (Merker/Olive) to return to regular session was approved at 5:23 p.m.
- VI. Financial Reports
 - a. Current Bills – Approval of the current expenditures in the Operating Fund with addendum (France/Brown) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures (Olive/Merker) unanimous roll call.

- c. Operating Receipts: Board reviewed an updated balance sheet. Ward noted that the library received a \$500 donation in memory of Lynne Estes to be used for the Summer Reading Program.
- VII. President's List
 - a. Policy Manual updates will be addressed. (Chandler noted that Lisa Cope will join the board as a trustee pending approval of the City Council.)
- VIII. Standing Committee Reports
 - a. Finance Committee
 - i. Nine months into the fiscal year, TPL has received 93.76% of anticipated revenues and while expenditures are at 49.84%. Chandler remarked the bottom line is looking good.
 - b. Building Committee
 - i. Ward, Chandler & Olive met with Ricky Peters, R&B Peters Construction, for the purpose of creating a functional outdoor space on the west side of the building. An area covered in pavers approximately 25' by 12' behind the low wall would be paved. A few concrete picnic tables could be added to the area which could be used for the Summer Reading Program or other scheduled events. It could also be a quiet reading spot. The idea, which Ward credited to employee Jessica Green, is in early stages. Ward will share more information at next month's meeting. He stated that no parking spaces will be lost. He believes there is money for this project in the current budget.
 - c. Technology – No action taken.
 - d. Personnel
 - i. Vaccinations for Covid-19 will remain on the agenda for a time so that the board may discuss information, questions, and repercussions in the workplace as they arise. Ward stated that the staff seems willing to be vaccinated. Vaccination along with fingerprinting may become requirements for future hiring. Ward added that TPL does not plan to hire additional staff until the Covid vaccine is widely available.
 - e. Long Range Planning – No action taken.
 - f. Old Business - No action taken
 - g. New Business
 - i. Ward presented the following plan for overdue fines/delinquent accounts:
 - 1. Patrons with accounts expired for three years will have late fees waived if less than \$50.
 - 2. Patrons with damaged or lost items of any value will remain in the system so that they will not be able to abuse materials from TPL or any other Illinois library.
 - 3. Ward stated that clearing these accounts from the system give a more accurate patron total and that it is standard practice to do so annually. The \$50 maximum was discussed. The final amount will be built into the updated circulation policy to be presented in April.
 - ii. Ward would like to move the annual approval of the budget from May to April so that the fiscal year will begin with an approved budget. Ward will present a budget for consideration at the March meeting.
- IX. Motion to adjourn – (France/Brown) at 5:53 p.m. was unanimously approved.