

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, April 21, 2020 5:00 p.m.

Present: Steven Ward Ann Chandler Cathy Robertson  
Terry Rainey\* Gary Merker\* Jim Olive\*  
Terri France\* Peggy Brown\* \*attended via conference call

Public: none

Absent: Don Farrimond

- 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 March 17, 2020, meeting (Olive/Brown) 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: Ward addressed 1) IL Stay at Home Order; 2) Part-time Staff Working at Home; and 3) Insurance Claim for burst pipe. See attached documentation.
- V. Executive Session
  - a. None
- VI. Motions Pertaining to Executive Session
  - a. None
- VII. Financial Reports
  - a. Current Bills – Approval of the current expenditures in the Operating Fund (France/Merker) 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.
- VIII. President’s List
  - a. Removed “Insurance Claim” for water damage from frozen pipe.
  - b. Added “Lost and Found” policy.
- IX. Standing Committee Reports
  - a. Finance Committee
    - i. A year-to-date budget report was unavailable.
    - ii. Director Ward presented a draft of the FY2021 Budget. In that budget, Ward addressed funding for signage, training for staff, and additional changes to the footprint of the building to improve productivity. Ward

would like to reconfigure the rooms along the north end of the building to create three offices for the library's administrators. Ward's current office would become additional meeting space for small groups. The contents of the Genealogy Room would be relocated to shelves in the main body of the library. This room would also become a meeting space. Both meeting spaces would be available to be reserved and would be available for patrons to use for a specific amount of time. A small reference desk with lines of sight to the front desk and to the children's area would be placed outside the new offices. The budget would also have two staff computers and one for patron use. In the current budget 62.4% is earmarked for salaries. In the proposed budget the amount is down to 59.2%.

- b. Building Committee
    - i. As reported by Ward, all work related to repair of the frozen pipes has been completed.
  - c. Technology – No action taken.
  - d. Personnel
    - i. Sick days and vacations days for qualifying employees will now reset annually on May 1 with adjustments made to allow for current unused days. Staff will sign off on a letter documenting the amount of benefit time each has accumulated.
  - e. Long Range Planning
    - i. No action taken.
- X. Old Business
- a. None
- XI. New Business
- a. The nominating committee (Peggy Brown, Don Farrimond, and Terry Rainey) met after the March board meeting and offered the following slate of officers:
    - i. President – Ann Chandler
    - ii. Vice President – Terry Rainey
    - iii. Treasurer – Terri France
    - iv. Secretary – Cathy Robertson
  - b. A motion (Rainey/Olive) to elect the slate of officers as presented to a two-year term of service was approved unanimously.
  - c. A motion (Rainey/Brown) to approve the Pandemic Policy with indicated changes was approved unanimously. Ward and Morgan Ebert are working on an appropriate plan to bring some employees back to work in the library when allowable.
  - d. A motion (France/Olive) to approve TPL closure dates for the 2021 fiscal year was approved unanimously.
  - e. A motion (Brown/Robertson) to approve TPL Board of Trustees meeting dates for the 2021 fiscal year was approved unanimously.
- XII. Motion to adjourn – (Merker/Rainey) at 5:18 p.m. was unanimously approved.