

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, January 19, 2021 5:00 p.m.

Present: Steven Ward Ann Chandler Peggy Brown
Terri France Don Farrimond (attended via phone)
Cathy Robertson

Public: none

Absent: Gary Merker and Jim Olive

- 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 Dec. 15, 2020, meeting (Brown/Robertson) 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 quarterly reports for the Back to Books and PPE grants have been submitted.
 - ii. Spending for the PPE grant was done. Ward stated that TPL would receive the full \$500 in available reimbursement.
 - iii. Release of Illinet and the Annual Library Certification reports has been delayed due to Covid. TPL will complete and submit as soon as they are made available.
 - iv. Ward anticipates that staff evaluations will be completed prior to the February board meeting.
- 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/Brown) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List
 - a. “Circulation Policy” which needs to be updated was added under Library Operations. “Automatic Doors” was also added under Building.
- VIII. Standing Committee Reports
 - a. Finance Committee
 - i. The budget report was not yet available from the city.
 - b. Building Committee

- i. Ward explained that the Live & Learn Construction Grant had been submitted ahead of the deadline. If received it will be used to pay up to 50% of the cost to replace the existing automatic doors and to add automatic doors to the east entrance. Total cost of this project including bid expenses is \$38,402.67. The grant application requests \$19,201.33. Ward believes TPL put forth a very strong application.
 - 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.
 - e. Long Range Planning
 - i. The board learned that after one year of the three-year plan, 52% of the objectives in the plan were met; another 19% were in progress; and 29% had not been addressed. In June of 2020, six months into the three-year plan, 42% of the objectives in the plan had been met; another 25% were in progress; and 33% had not been addressed.
 - f. Old Business
 - i. A motion (Chandler/France) to certify completion of requirements for the Per Capita & Equalization Grants was approved unanimously.
 - g. New Business
 - i. The board discussed methods for dealing with overdue fines and delinquent accounts. Ward will report next month on numbers of people whose library cards have been expired for over three years and how many are inactive and owe for lost materials or late fees.
 - ii. Chandler asked for recommendations for a new trustee to fill Terry Rainey's seat.
- IX. Motion to adjourn – (Robertson/Brown) at 5:22 p.m. was unanimously approved.