

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, August 18, 2020 5:00 p.m.

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

Public: none

Absent: Terri France, Jim Olive

- I. President Chandler called the meeting to order at 5:01 p.m. Morgan Ebert was excused from attending.
- II. Approval of Minutes – Approval of minutes from the July 21, 2020, meeting was tabled until next month for clarification.
- 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 Midland Bank donated \$1000.00 to TPL to help with Covid-19 expenses. The gift was greatly appreciated.
    - ii. All are working carefully to keep the public and staff safe during the pandemic.
    - iii. TPL will give about 50 books to the Edinburg High School English Department. These will come from books donated to our library.
- V. Motions Pertaining to Executive Session
  - a. None
- VI. Financial Reports
  - a. Current Bills – Approval of the current expenditures in the Operating Fund (Brown/Robertson) unanimous roll call.
  - b. Capital Fund – Approval of the Capital Fund expenditures (Merker/Brown) unanimous roll call.
  - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List
  - a. Collection Development Policy, Lost and Found, and Parking Lot Striping were crossed off the list as all are in progress.
- VIII. Standing Committee Reports
  - a. Finance Committee
    - i. The 1<sup>st</sup> tax deposit in the amount of \$155,035.12 for the fiscal year has been received. Nearly 50% of the revenue has been received and interest income is up. Nonresident fees and duplicating fees are also up. Expenditures are at about 16%.
  - b. Building Committee

- i. Repairs have begun on the parking lot. It is scheduled to be sealed and striped the week of the 24<sup>th</sup>.
    - c. Technology – No action taken.
    - d. Personnel – No action taken.
    - e. Long Range Planning – No action taken.
- IX. Old Business – None
- X. New Business – Ward stated that Morgan Ebert has been working on a collection development policy. She has also crafted a Lost & Found policy for TPL. Trustees reviewed both documents for the first time.
- XI. Trustees reviewed the first three chapters and checklists of Serving Our Public 4.0 per the requirements of the Per Capita Grant. When discussing the need for an updated logo, trustees suggested a possible community competition or submissions by local art students. Training for new board members was discussed as a priority as was the importance of continuing education for trustees. Ward also suggested the need to update TPL’s mission statement and the need for a written succession plan and salary schedule.
- XII. Motion to adjourn – (Merker/Farrimond) at 5:33 p.m. was unanimously approved.