

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, November 17, 2020 5:00 p.m.

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

Public: none

Absent: none

- I. President Chandler called the meeting to order at 5:01 p.m. Morgan Ebert was excused from attending.
- II. Approval of Minutes – Minutes from the October 20, 2020, meeting (Olive/Farrimond) 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 reported that TPL’s staff completed mandated sexual harassment training in October.
 - ii. The automatic door which provides accessibility to persons with disabilities was repaired at a cost of \$612.68.
 - iii. TPL has been approved to receive two grants. The Back to Books grant for \$4900 will be administered by Assistant Director Ebert. She will coordinate book selection with input from local schools. The second grant will reimburse TPL for up to \$500 spent on PPE.
 - iv. Jessica and Emily continue to prepare Take and Make It kits. These will be promoted on the website and other forms of social media.
 - v. Although libraries have not been mentioned in the mitigations to curb the spread of Covid-19, Ward believes they are essential. He stated that the library has been busy, and he sees a definite need for public access to computers, the copier, and the fax machine.
- V. Motions Pertaining to Executive Session
 - a. None
- VI. Financial Reports
 - a. Current Bills – Approval of the current expenditures plus the addendum in the Operating Fund (France/Merker) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures (Robertson/Olive) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President’s List
 - a. No changes. Ward noted that Digital Newsletter, Instruction Program, and Policy Manual Update are the next items to be addressed.

VIII. Standing Committee Reports

- a. Finance Committee
 - i. The majority of tax dispersal have been received with TPL at 86.55% of anticipated revenues. Expenditures are at 33.8% six months into the fiscal year. Ward remarked that, even with the purchase of much new furniture and shelving, the pandemic has made this a low spending year.
 - ii. A motion (France/Chandler) to approve the 2020 tax levy received in 2021 in the amount of \$288,973.83 upon the final distribution of 2019 taxes from the county. If the library is able to levy additional dollars, an adjustment to the levy will be made at that time. The motion was approved by unanimous roll call.
 - b. Building Committee
 - i. Ward participated in a webinar regarding application for a Live & Learn Construction Grant to be used to replace the automatic doors and add additional automatic doors to the east entrance. The grant will be submitted in December and could provide matching funds up to \$75,000 for the project.
 - c. Technology – No action taken.
 - d. Personnel
 - i. A motion (Chandler/Merker) to provide reimbursement for Covid-19 testing fees related to one specific instance in which the staff was exposed to an employee who subsequently tested positive was unanimously approved.
 - e. Long Range Planning – No action taken.
- IX. Old Business – None
- X. New Business
- a. Trustees reviewed Chapters 10 - 13 of Serving Our Public 4.0 per the requirements of the Per Capita Grant. These chapters and checklists covered programming; youth/young adult services; technology; and marketing, promotion, and collaboration.
 - b. A meeting of the Personnel committee will be held immediately following the regular board meeting for the purpose of naming a nominee for Vice-President.
- XI. Motion to adjourn – (Merker/Olive) at 5:48 p.m. was unanimously approved.