

Taylorville Public Library Board of Trustees

Meeting Minutes – amended *

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

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

Public: none

Absent: Terry Rainey

- 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 June 16, 2020, meeting (Farrimond/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:
 - i. Trustee Olive helped Ward secure masks through TFD from IEMA. Olive also arranged for TPD Chief Wheeler to meet with Ward, Chandler, and the TPL staff to discuss dealing with confrontational patrons. The meeting was very helpful.
 - ii. The annual IPLAR report has been submitted to the state as required and to the City for informational purposes.
 - iii. The City switched insurance carriers and is now part of Health Alliance. This lowered premium costs and saves TPL about \$100/month.
 - iv. TPL's first virtual Summer Reading Program was a success. There were 135 participants who logged 14,587 minutes of reading. Ward commended Jessica Green and Emily Miller for their hard work in bringing this program to our youth.
- V. Motions Pertaining to Executive Session
 - a. None
- VI. Financial Reports
 - a. Current Bills – Approval of the current expenditures and the addendum in the Operating Fund (France/Merker) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures (Farrimond/Brown) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VII. President's List
 - a. No changes were made
- VIII. Standing Committee Reports
 - a. Finance Committee

- i. Ward noted that the City Council approved TPL's budget at last night's meeting. Next month's report will accurately reflect the new budget.
 - ii. Auditor Iris Noblet found a duplication of interest recorded on the Balance Sheet. Three small funds including Petty Cash and two other capital accounts totaling less than \$100 have been rolled into the Capital fund through three journal entries Noblet created. This corrected the duplication.
 - b. Building Committee
 - i. VICC will begin work on parking lot repairs, sealing, and striping the week of July 27.
 - ii. Christy-Foltz Contractors submitted a plan for renovation of the work room. They proposed doing the work in two phases with phase 1 beginning in October and Phase 2 in February. Ward will also get quotes* from local contractors. A motion (France/Farrimond) to approve a two-phase building renovation project creating new office space contingent on board approval of the final plan was passed unanimously.
 - c. Technology – No action taken.
 - d. Personnel – No action taken.
 - e. Long Range Planning – The board reviewed the updated plan. In the first six months of this three-year plan, of the 52 action items listed, 22 were completed or actively being done; 13 were in progress; and 17 had not been started.
- IX. Old Business - None
- X. New Business
 - a. Phase III of TPL's reopening plan, which was approved at the June board meeting, was amended. A motion (Merker/Robertson) to amend the hours of service to add one additional hour per day Monday – Thursday, and to add Saturday hours was approved unanimously. The staff is still offering curbside delivery to patrons who request it. Ward stated that four more computers were made available for public use.
- XI. Motion to adjourn – (Merker/France) at 5:51 p.m. was unanimously approved.