Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, October 18, 2022, 5:00 p.m.

Present: Ryan Reitmeier Terri France Ann Chandler Ben Robinson Cathy Robertson Erin Driskill Heather Sutton Jim Olive

Public: none

Absent: Peggy Brown

1. President Chandler called the meeting to order at 5:00 p.m.
2. Approval of Minutes – Minutes from the September 20, 2022, regular meeting (Sutton/Driskill) were approved unanimously.
3. Public Forum – none
4. Librarian’s Report:
	1. Circulation report – reviewed
	2. Community Room Activity report - reviewed
	3. Gifts & Memorials report - reviewed
	4. Director’s Comments:
		1. Director Reitmeier reported that school visits are continuing with TPL staff amending and improving the program with each visit.
		2. As a part of Fire Safe training for students, TPL took part in a book reading at the Taylorville Fire Department.
		3. Halloween activities are being planned.
		4. The Chillifest Book Sale netted about $500 for TPL and cleared the storage room.
		5. Reitmeier was a guest at Taylorville High School where he spoke with students in advanced English classes about banned books and censorship. Displays regarding banned books were set up at TPL.
		6. TPL continues to host Story Time, but Reitmeier stated that a new state program for children Birth to Five provides story time programming to libraries at no cost. He will present the details at a later meeting.
		7. Health insurance premiums for full-time employees are increasing by $82/month as the city has switched to a different insurance carrier. The new coverage is better than the previous policy which required TPL and all City Departments to pay into Health Reimbursement Arrangement (HRA) accounts for insured employees. This will be a savings for TPL.
		8. CPR certification classes were very popular. Reitmeier sees a demand for more classes which are costly. Grant funds were used for the recent sessions. Reitmeier will watch for funding sources to enable TPL to offer this important instruction.
		9. Reitmeier is interested in a reading event in conjunction the Taylorville’s Christmas in the Park. He will look for a way that TPL can participate within the library’s mission to the community.
5. Motions Pertaining to Executive Session - none
6. Financial Reports
	1. Current Bills – Approval of the current expenditures with the addendum in the Operating Fund (France/Olive) unanimous roll call. *(Robinson joined the meeting at 5:05 p.m.)*
	2. Capital Fund – There were no expenditures from the Capital Fund since the previous meeting.
	3. Operating Receipts: Board reviewed an updated balance sheet.
7. President’s List
	1. “Board Orientation” – Completed and removed from the list.
	2. “Update Finance Section of Policy Manual” – To be presented for a vote tonight.
	3. “Newsletter” is in progress.
8. Standing Committee Reports
	1. Finance Committee
		1. A motion (France/Robertson) to approved updates to the Finance Policy as presented was approved unanimously.
		2. The final report for the Live and Learn Construction grant was submitted on time. This state grant provided $19, 201.00 which was half of the original price of the automatic entry doors project. Because of increased prices in materials and shipping, the final cost of the project was $60,800.00. TPL covered the additional cost for this important improvement.
		3. Funds from the Bouncing Back from the Pandemic federal grant of $5500 were used to purchase portable hot spots and carrying cases, CPR and first aid training and 70 resources related to job skills, interviewing, and employment. This grant is completed.
	2. Building Committee
		1. Reitmeier called three contractors for estimates for repairs/replacement of the damaged mesh metal fascia on the building and received only one. He will continue to look for estimates. Trustee Olive suggested checking with larger construction companies as the material used (Dryvit stucco) may be a specialty.
		2. Wareham Security proposed using motion sensors in the building instead of door sensors. Motion sensors are less expensive and will give the same effect. Altman Monitoring Solutions can add an exterior camera that will cover the alley for about $500.
	3. Technology
		1. Reitmeier continues to gather information on copier contracts. He will present prices and options next month and will create a spreadsheet showing the printers TPL owns.
	4. Personnel – No action taken
	5. Long Range Planning – No action taken
	6. Old Business
		1. A motion (Driskill/Sutton) to approve the Homeless or Displaced Patron Policy as presented was approved by unanimous voice vote.
	7. New Business
		1. Oath of Office – no action taken
		2. The Board Orientation PowerPoint, created by Director Reitmeier, was given to the trustees.
		3. The annual Tax Levy for TPL will be 1.049%. The city has not completed the levy as yet, but it is expected shortly.
		4. After discussion with various local candidates, Reitmeier believes there isn’t adequate time to present a well-organized Candidate Forum at TPL. He plans to pursue this idea and has a good jump start for the next election cycle.
9. Motion to adjourn (Olive/Robinson) at 5:49 p.m. was unanimously approved.