Taylorville Public Library Board of Trustees Meeting Minutes Tuesday, September 20, 2022, 5:00 p.m.

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

Public: none

Absent: none

1. President Chandler called the meeting to order at 5:00 p.m.
2. Approval of Minutes – Minutes from the August 16, 2022, regular meeting (Driskill/Sutton) 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 attendance at programming has picked up with events like cookie decorating, movie night, and painting classes being well received.
      2. CPR classes are set for September 26 & 27 with the maximum of six people registered for each session. Reitmeier noted that demand for CPR certification classes is high with local teachers and others interested. The director will watch for funding opportunities for future classes.
      3. Reitmeier discussed a possible “Meet the Candidates” forum. He sees much local interest and believes this type of forum promotes voter engagement. He will email the board as details are set.
      4. There will be a TPL book sale in conjunction with Chillifest.
      5. Reitmeier was a guest on local radio, and he will be on air every other month to discuss what’s happening at TPL.
      6. Area schools continue to visit the library on field trips, and cards are issued to all students.
      7. The library’s portion of the city audit has been completed, and all is well.
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/Brown) unanimous roll call.
   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” – The draft is in progress.
   2. “Update Finance Section of Policy Manual” – The policy crafted by the Finance Committee will be presented at tonight’s meeting and voted upon next month.
   3. “Newsletter” is in progress.
8. Standing Committee Reports
   1. Finance Committee
      1. An updated FY 23 Budget was presented. Reitmeier stated that some large expenses, including the automatic door project, were budgeted last fiscal year, but, because of delays, were not payable until the current year. The update also included expenditures for salary reimbursements that had not been billed to the library. With payments made in this fiscal year, the reimbursements are current and paid on a schedule.
      2. Changes in TPL’s financial policy were presented to the board tonight. Reitmeier notes that much of a library’s financial policy are set by law. Pieces were added to bring the policy in line with all current state requirements.
      3. The Libraries Transforming Communities grant for $3500 has been spent and paperwork completed. The funds were used to purchase a makers’ table, children’s chairs, and items for the collection.
      4. The annual Per Capita grant is being used to purchase collection items.
      5. The final report for the Live and Learn Construction grant, which paid a portion of the automatic doors project, is due Oct. 15.
      6. Funds from the Bouncing Back from the Pandemic federal grant will pay for the upcoming CPR training. The remaining funds will be spent on items for the collection.
   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.
      2. Reitmeier contacted two electricians regarding replacement lighting and ballasts. He is waiting for replies.
      3. Altman Monitoring Solutions will complete updates to the security system as soon as possible.
      4. Reitmeier is waiting for two contractors to look at the emergency door replacement project.
   3. Technology
      1. Reitmeier reported that the contract for the Xerox copier used by patrons and staff ends in February. He stated that printing is the most used patron service. Reitmeier wants to replace this copier. He also has a plan to shift desktop printers for better employee access. He will bring information next month.
   4. Personnel – No action taken
   5. Long Range Planning – No action taken
   6. Old Business - None
   7. New Business
      1. There are currently no candidates for board membership.
      2. A draft of The Homeless or Displaced Resident Policy was presented. A vote will be taken in October.
9. Motion to adjourn (Sutton/France) at 5:58 p.m. was unanimously approved.