

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, May 19, 2020 5:00 p.m.

Present: Steven Ward Ann Chandler Cathy Robertson  
Terry Rainey\* Gary Merker\* Jim Olive\*  
Terri France\* Don Farrimond\* \*attended via conference call

Public: none

Absent: Peggy Brown

- 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 April 21, 2020, and May 5, 2020, meetings (Olive/France) 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: Ward addressed 1) Curbside service beginning June 1 and safety concerns; 2) Downspouts, planters, and parking lot updates; 3) Work on the library’s physical plan; and 4) Summer Reading grant. See attached documentation.
- V. Executive Session
  - a. None
- VI. Motions Pertaining to Executive Session
  - a. None
- VII. Financial Reports
  - a. Current Bills – Approval of the current expenditures in the Operating Fund (France/Merker) unanimous roll call.
  - b. Capital Fund –Approval of the Capital Fund expenditures (Olive/Merker) unanimous roll call.
  - c. Operating Receipts: Board reviewed an updated balance sheet.
- VIII. President’s List
  - a. Removed “Downspouts” following installation of 8 larger and one regular capacity downspouts at a cost of \$871.
- IX. Standing Committee Reports
  - a. Finance Committee
    - i. The board reviewed the YTD Budget Report from the end of April. Revenues were 133.93% of the budgeted amount. Yearend total expenditures were 83.73% of the budgeted amount.

- ii. A motion (Chandler/Farrimond) to approve the FY 2021 plan of service operating budget and appropriation resolution was approved by unanimous roll call.
  - b. Building Committee – see Director’s Comments
  - c. Technology – No action taken.
  - d. Personnel
    - i. A motion (Rainey/Robertson) to approve job titles and descriptions as presented was unanimously approved. Ward noted that several job titles were out of date and others had changed. He has prepared descriptions for all job titles except for Director. Ward will work on this description next.
  - e. Long Range Planning – No action taken.
- X. Old Business - None
- XI. New Business
  - a. Annual Resolutions and Approvals
    - i. A motion to enact the .02% Resolution for Building Maintenance (France/Olive) was unanimously approved.
    - ii. A motion (Farrimond/Merker) to enact a Resolution Providing Indemnity for Directors and Employees was unanimously approved.
    - iii. A motion (Robertson/Olive) to enact the Appointment and Agreement with the Bonded Agent was unanimously approved.
    - iv. Open Meetings Act designees for FY2021 will be Steven Ward and Terri France.
    - v. Director Ward and Morgan Ebert will serve as FOIA officers for FY2021 and will complete the annual required training.
    - vi. TPL will keep the Non-Resident Fees \$50 for FY202 in consideration of the current difficult times brought on by Covid-19.
    - vii. Committee appointments were given by President Chandler.
- XII. Motion to adjourn – (Rainey/Olive) at 5:21 p.m. was unanimously approved.