

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, June 18, 2019 5:00 p.m.

Present: Steven Ward                      Ann Chandler                      Terri France  
              Terry Rainey                     Don Farrimond                    Gary Merker  
              Peggy Brown                        Cathy Robertson  
              Morgan Ebert

Public: none

Absent: Jim Olive

- I. President Chandler called the meeting to order at 5:01 p.m.
- II. Approval of Minutes – Minutes from the May 21, 2019, board meeting (Rainey/Farrimond) unanimously approved.
- III. Public Forum – none present
- IV. Motions Pertaining to Executive Session
  - a. none
- V. Librarian’s Report:
  - a. Circulation report – reviewed
  - b. Community Room Activity report - reviewed
  - c. Gifts & Memorials report - reviewed
  - d. Director’s Comments:
    - i. Summer Reading program kicked off today with 67 children present for “Next of Kiln.” Ward reported that 145 people signed up for Summer Reading last week during the official registration. Ward said TPL made a push to include adults in the program. The ages of those registered were:
      - 39 children ages 2-6
      - 65 children ages 7-12
      - 10 young adults ages 13-17
      - 31 adults ages 18 and up
    - ii. Ward and the staff have received many compliments on the rearrangement of the library’s space, the flow, and the new displays.
    - iii. Ward has been invited to be a member of the planning committee for ILA 2020 which will take place in Springfield next year. He will attend two on-site meetings and participate in other planning sessions remotely. Ward and the board believe this is an excellent opportunity for our director and for TPL. Ward has never attended an ILA conference, but is considering the 2019 conference in Tinley Park in October. He will check costs and report back to the board.
    - iv. Henson Robinson Company replaced the roof valley they believed was the source of the leaks in the restroom. They also changed one flue. Ward

reported that there have been no leaks in the 26 days since, even after several downpours. Henson Robinson will return to cap another flue and add new covers to the existing restroom vents.

- v. On June 3 TPL received three checks totaling \$75,000 from the roof litigation settlement. Cincinnati Insurance, representing Milling Millwork, paid \$18,000. United Fire and Casualty, representing Dixon and Meyer Roofing, paid \$28,500 for each subcontractor. Chandler noted that TPL pursued the matter with Milling. They, in turn, pursued the subcontractors.

## VI. Financial Reports

- a. Current Bills – Approval of the current expenditures in the Operating Fund including the addendum (France/Merker) unanimous roll call.
- b. Capital Fund –Approval of the Capital Fund expenditures (Rainey/Brown) unanimous roll call.
- c. Operating Receipts: Board reviewed an updated balance sheet.

## VII. President’s List –Chandler crossed off “Drivet Paining” and “Roof Repair.”

## VIII. Standing Committee Reports

- a. Finance Committee
  - i. The Financial report lists accurate expenditures for May, the first month of the new fiscal year. The report will not include the budget breakdown until the City enacts their portion which is generally done in July of each year.
- b. Building Committee
  - i. Ward had budgeted \$9,000.00 for power washing and painting the outside of the building. After receiving bids, he reported the lowest bid was for \$10,368 from Two Brothers, a local business. The bid includes power washing, two coats of paint on all painted brick and drivet, and a clear sealer on all non-painted brick. With digital assistance from Sherwin Williams, the staff chose “Latte” as the paint color. Merker stated that the last time the library was painted, it cost \$10,500. A motion (Farrimond/Merker) to accept the bid from Two Brothers for \$10,368 for power washing, painting, and sealing the exterior of the library passed unanimously.
  - ii. Ward reported that Keith Summer has been working on the ivy and it is looking healthier. He feels improvement is still needed. Merker added that the railroad tie boarders along the other flower beds have degraded and replacement of these should be part of any future plan for landscaping. Ward will seek some expert opinions and will look toward the spring.
- c. Technology
  - i. Security Camera Policy – first reading – The policy addresses the purpose of security cameras, staff access, signage, collection of images, acceptable use and patrons’ privacy, and cooperation with law enforcement and DCFS. Ward stated he and the other two supervisors will have access. No work can be done until exterior painting is completed. Ward’s security concerns include thefts of books and an inability to view the children’s

area from the front desk. Board members will review the policy for next month.

IX. Old Business - none

X. New Business

- a. A motion (Chandler/Robertson) to approve the of opening executive board meeting minutes 18 months or older was approved unanimously. The board will complete this action every six months.
  - b. Ward shared a proposal for year round library hours to replace the current Summer Hours (June – August) and Winter Hours (September – May.) Chandler asked the board to review the proposal, and it will be on the agenda in July. Ward reported that he has kept count of patrons and foot traffic at different times over the last two years. Ward has found that TPL is the only library in the area that doesn't not have year round hours and very few libraries are open until 5:00 on Saturdays. He believes the change in hours will help with scheduling staff and staff ability to work collaboratively. The intent is not to cut hours for employees, but to better utilize hours.
  - c. Music CD collection takes up a great amount of space in the library. Ward stated TPL's patrons check out an average of one CD per month. He is seeking the board's opinion on whether to keep the collection. Merker stated that CD's are no longer the medium of choice. Ward said TPL has about 1,000 CD's. He would like to sell them or give them away. There were no objections from the board.
- XI. Motion to adjourn – (Merker/France) at 5:51 p.m. was unanimously approved.