

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, February 19, 2019 5:00 p.m.

Present: Jim Olive Steven Ward
Cathy Robertson Ann Chandler
Terri France Terry Rainey
Don Farrimond Morgan Ebert

Public: Mary Beth Barry

Absent: Peggy Brown Gary Merker

- I. President Chandler called the meeting to order at 5:00 p.m. She greeted Mary Beth Barry who will be sworn in as a trustee at the City Council meeting tonight. She also greeted Assistant Librarian Morgan Ebert who will attend board meetings.
- II. Approval of Minutes – Minutes from the January 15, 2019, board meeting and with addendum were unanimously approved. (Rainey/Farrimond)
- III. Public Forum – none present
- IV. Motions Pertaining to Executive Session - see Standing Committee Reports: Human Resources
- V. Librarian's Report:
 - a. Circulation report – reviewed
 - b. Community Room Activity report - reviewed
 - c. Gifts & Memorials report - reviewed
 - d. Director's Comments:
 - i. Assistant Librarian Morgan Ebert has trained to use the newly installed projection system in the Community Room. Ward reported that the new system cost \$3348.53 which included installation. Ward had budgeted \$5000. Using the remaining \$1651.47 Ward will order a Blu-ray player and price a new laptop for the system. A gift of \$2000 from the Friends of TPL and contributions of nearly \$1400 given in memory of Bruce Scanland will cover this expense. Ward plans to have a plaque made in Scanland's memory. Memorials have also been given in memory of Glenn Pusch. Ward will speak to this next month.
 - ii. The new floorplan of the library is taking shape. Ward stated that every book in the library that wasn't a children's book had been moved over the weekend creating a much better flow. All books are off the bottom shelves. He expressed his appreciation to the employees who came in to help, and particularly to Assistant Librarian Morgan Ebert who worked tirelessly. Board members Chandler, Farrimond & Rainey also came in to help. All worked very hard.
 - iii. Director Ward reported that Illinois's new \$15 minimum wage will not impact the 2020 budget, but will affect TPL's bottom line in 2021. Ward

is also concerned about HB320 that could freeze property taxes. He feels this will be devastating to libraries and will monitor the situation.

- iv. Two instrumental members of the Friends of TPL will be stepping down. Their leadership has been invaluable. The Friends were originally assisted by a board of directors' committee. The Friends are responsible for planning several events and programs throughout the year. Ward hopes to see board members participating in the Friends.

VI. Financial Reports

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

VII. President's List – updated from last month to remove Guidelines for Future Construction Projects (on tonight's agenda) and Open Board Seats. For the first time in a long time, all board seats are filled.

VIII. Standing Committee Reports

- a. Finance Committee
 - i. France reviewed the monthly budget report sharing that 94% of the revenue for the current fiscal year has been received with 50% being expended.
 - ii. Litigation: There is hail damage to the roof. A roofer identified problems caused by the weather and problems related to improper construction. This adds a new facet to the litigation and will impact the amount of time it will take to reach a solution.
 - iii. Statement of Economic Interest – Board members received them by mail. Ward will file completed forms for members or board members can file on their own.
- b. Building Committee
 - i. No update on Sodium Lighting
 - ii. Ward has high resolution scans of about 70% of the documents that need to be saved. He will check to see that there are images of our most important plans. If these are sufficient, Ward does not see the need to have photos taken of the documents or buy a fireproof safe to store them. Digital copies can be kept on external hard drives which would cost about \$20 each. These could be stored at off site locations.
 - iii. Ward has not been able to locate keys to the bank lock box. He will get prices for replacements.
 - iv. Chandler suggested allowing Ward to sell excess furniture and equipment as he deems appropriate. A motion (France/Farrimond) authorizing Ward to do so passed unanimously.
 - v. Chandler presented a step by step guide to follow for future construction projects. This is a guide for now. It may be added to the policy manual later. Trustees were asked to review and make suggestions.

- c. Human Resources
 - i. Executive Session – A motion (Rainey/France) was approved unanimously to enter executive session to consider the following: (5 ILCS 120/2 c1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. The board entered executive session at 5:37 p.m. A motion (Olive/Farrimond) to leave executive session at 5:58 p.m. was approved unanimously. A motion to return to open session(Olive/Robertson) was unanimously approved at 5:59 p.m.
 - d. Technology – A motion (Chandler/France) to amend the previously approved Computer Use Policy and move the effective date to April 1, 2019, passed unanimously.
- IX. Old Business – none
- X. New Business - none
- XI. Motion to adjourn – (Farrimond/Olive) at 6:01 p.m. was unanimously approved.