

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, December 17, 2019 5:00 p.m.

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

Public: none

Absent: Morgan Ebert

- I. President Chandler called the meeting to order at 5:00 p.m.
- II. Approval of Minutes – Minutes from the November 19, 2019, board meeting (Rainey/Olive) 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:
 - i. Jessica Green attended a local Head Start meeting. Parents were in attendance. Her goal was to make connections between the group and TPL and make our community more aware of what the library can offer.
 - ii. Ward and staff members visited the Christian County Extension Office. Their multipurpose room may be used for two of TPL's summer reading program events. TPL staff will meet with the extension's educational/professional development staff with the goal of holding programming for STEM, gardening, nutrition, and other topics offered by the extension office at the library.
 - iii. TPL held a holiday open house on December 13 with refreshments, crafts, stories, and music by the THS band. Events were scheduled throughout the day. More than 20 patrons attended.
 - iv. Ward stated that he and the staff are working to expand TPL's marketing presence on social media to increase program attendance.
- V. Executive Session
 - a. None
- VI. Motions Pertaining to Executive Session
 - a. None
 - b. While the board did not enter executive session, a motion (Chandler/Olive) to keep executive board minutes from the previous six months closed until clarification can be sought regarding disclosure of minutes containing information on compensation passed unanimously.

- VII. Financial Reports
 - a. Current Bills – Approval of the current expenditures with addendum in the Operating Fund (Rainey/France) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures (Olive/Brown) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VIII. President's List
 - a. Added replacement/repair of downspouts to be completed in the spring.
 - b. Removed approval of new Long Range Plan which will be addressed following tonight's regular board meeting.
- IX. Standing Committee Reports
 - a. Finance Committee
 - i. TPL has received 127.15% of anticipated revenue. The increase in revenue comes from litigation, insurance payments, and funds transferred from Friends of the Library after the group was disbanded. Only 49% of the budget has been expended, but Ward is ready to spend budgeted funds in the children's area.
 - b. Building Committee – No action taken.
 - c. Technology – No action taken.
 - d. Personnel – No action taken
- X. Old Business
 - a. A motion (France/Robertson) to approve the completion of Per Capita Grant requirements was approved by unanimous roll call. The grant must be submitted by January 15, 2020.
- XI. New Business
 - a. Ward stated that an annual report must be made to the state and to the city per 75 ILCS 5/4-10 of Illinois Library Law and Rules. He fulfills this requirement with the state by annually submitting the IPLAR report to the Illinois State Library. Board members felt the IPLAR report could also be submitted to the city. Ward believes that the IPLAR report covers most, if not all of the criteria that must be reported to the city. He will bring additional information back to the board.
- XII. Motion to adjourn – (Rainey/Olive) at 5:23 p.m. was unanimously approved.