

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, August 20, 2019 5:00 p.m.

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

Public: none

Absent: Terri France Gary Merker

- I. President Chandler called the meeting to order at 5:01 p.m.
- II. Approval of Minutes – Minutes from the July 16, 2019, board meeting (Farrimond/Olive) unanimously approved with amendment.
- 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. Director Ward purchased some housekeeping equipment: a new commercial grade vacuum cleaner for \$189.99 and a carpet cleaner for \$299.99.
 - ii. Ward reported that he and the staff are preparing to update the children and teen areas of the library with a new configuration and new furnishings. New signage throughout the library will be purchased with a gift from the Mary Jo Shoemaker memorial. Ward will work on finding costs for signage.
 - iii. Two interviews for the circulation position have been conducted and three more are scheduled for this week.
- VI. President's List –Chandler had crossed off "Roof Repair" but Henson Robinson will make one more visit to finish the job. Still no leaks!
- VII. Financial Reports
 - a. Current Bills – Approval of the current expenditures in the Operating Fund including the addendum (Olive/Brown) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures (Robertson/Rainey) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.

VIII. Standing Committee Reports

a. Finance Committee

- i. The FY 2020 YTD budget report was reviewed. The report showed 78% of the projected revenue had been received because the insurance and litigation settlement for the roof was included. Ward noted that the revenue included one tax payment. Expenditures are at 21% of the budget. Ward also noted that the Professional Services line item was over budget because it included the attorney that brokered the settlement of the case related to the roof. He stated that the attorney had been paid in full.

b. Building Committee

- i. Power washing and painting the exterior of the building is complete. Total cost was \$11,793.90. This was \$2793.90 over budget, but Ward reminded the board that the original bid did not include work on the soffits.
- ii. During painting it was found that the outside faucets were not all functioning properly. Ricci Plumbing will inspect them. It was suggested that shutting the faucets off and draining them each year in the late fall be added to the preventative maintenance list.
- iii. Ward is in search of someone who can straighten the cage around the air conditioning units. At some time in the past the cage was damaged, most likely by a car. The board agreed that this needed to be done now that the exterior of the building had been updated.

c. Technology

- i. Altman will install the security cameras in early September.

d. Human Resources

- i. Personnel policy updates were reviewed by the board and will be considered for approval at the September meeting.
- ii. Cataloguer Sue Dallstream is retiring August 24. Ward is considering changes to this position to help TPL align to anticipated increases in costs. Morgan Ebert, assistant director, will be fully trained as a cataloguer by December. She could become the primary cataloguer. Ward believes that hiring a part-time person for 16 hours or less per week may be needed to help at the desk and/or assist with cataloguing duties.
- iii. Ward suggested discussion in the spring addressing raises in the minimum wage and fair compensation for employees with longevity.

IX. Old Business – none

X. New Business

- a. A motion (Rainey/Farrimond) to approve updated board by-laws as presented was approved unanimously.
- b. A motion (Farrimond/Brown) to accept year-round hours as presented was approved unanimously. The new hours will take effect September 2, 2019.

XI. Motion to adjourn – (Robertson/Brown) at 5:37 p.m. was unanimously approved.