

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, January 21, 2020 5:00 p.m.

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

Public: none

Absent: Gary Merker

- I. President Chandler called the meeting to order at 5:00 p.m.
- II. Approval of Minutes – Minutes from the December 17, 2019, board meeting (Olive/France) were amended to show the meeting adjourned at 5:23 p.m. The amended minutes 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. Director Ward has completed and submitted reports that are requirements of the Per Capita Grant on Jan. 10. By the end of the month he will complete and submit the annual library certification, the ILL Traffic Report and 1099s.
 - ii. Painting in the children's area has been completed. Shelving has been moved and bolted to the wall. This part of the library will be much more open and accessible when completed. The area designated as the new teen lounge will be painted soon.
 - iii. Morrison Electric installed an 18' power strip with outlets every 6" under the windows along the north wall. This will provide plenty of outlets for patrons' devices. The work was completed under the budgeted cost.
 - iv. Morgan Ebert and some of the staff have weeded and categorized all items in the children's area.
 - v. Ward has purchased several items to complete the adult, teen, and children's spaces including tables, white board tables, chairs, shelving and a large area rug. He has also purchased a laptop storage/charging cart.
 - vi. Ward and two other staff members toured the STEM lab at Taylorville Junior High School to learn what TPL can do to enhance learning. Students demonstrated the different technologies in the lab. Instructor Tammy Reindl shared her expertise and facilitated the tour.
 - vii. Ward stated that met with City Treasurer Nation and a representative from Dimond Brothers Insurance regarding the incorrect payment for TPL's employee HRA health insurance accounts. All inconsistencies have been

corrected and TPL will be reimbursed \$2541.51 for overpayments.
Dimond is closely monitoring the accounts for accuracy.

- V. Executive Session
 - a. None
- VI. Motions Pertaining to Executive Session
 - a. None
- VII. Financial Reports
 - a. Current Bills – Approval of the current expenditures with addendum in the Operating Fund (France/Farrimond) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures (Rainey/Olive) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.
- VIII. President’s List
 - a. Added Policy Manual Update.
 - b. Removed nothing.
- IX. Standing Committee Reports
 - a. Finance Committee
 - i. TPL has received 127.67% of anticipated revenue. Eight months into the fiscal year 53.87% of the budget has been expended, but Ward is ready to spend budgeted funds on furniture and in the children’s area.
 - b. Building Committee - No action taken.
 - c. Technology – No action taken.
 - d. Personnel
 - i. The board discussed changed in laws governing overtime pay. These may affect TPL in rare instances, but language to address the changes will need to be added to the handbook.
 - ii. Ward stated that TPL’s drug policy will not need modification even with the state’s changes in laws relating to marijuana use.
 - iii. The board discussed changes in Illinois law relating to the use of personal devices including cell phones for work and related reimbursement. The law states that personal devices may not be used without approval of the employer. If the device is used, the employee must be reimbursed for the usage. Ward frequently uses his cell phone for library business. Ward will research the issue and contact other libraries to gather information to help TPL establish a policy to be compliant.
 - iv. Committee meeting for the director’s evaluation will be held immediately following the regular February board meeting.
 - e. Long Range Planning
 - i. Ward explained the updates in the Long Range Plan to the full board.
- X. Old Business - none
- XI. New Business - none
- XII. Motion to adjourn – (Farrimond/Brown) at 5:43 p.m. was unanimously approved.