

# **Parlin-Ingersoll Public Library Board of Trustees**

## **Minutes for May 15, 2013 Meeting**

### **A.) Call to Order:**

**Present:** Pat Carter, Chris Duvendack, Kim Freiley, Ralph Froehling, Brad O'Brien, Michelle Quinones, Charlotte Van Sickle, and Keely Vollmar.

**Absent:** Jim Elson

### **B.) Approval of Previous Month's Minutes:**

**Approved Motion:** Hearing no objections or corrections, President Carter declared the April minutes approved as submitted.

### **C.) Public Comments**

There were no public comments

### **D. Communications**

#### **AT&T "Contract/Verbal Agreement" on Voice Phone Line & E-Rate Implications**

Mr. Wilson reviewed his conversation with an AT&T sales representative about the increases that appeared on our April telephone bill. The costs for the Plain Old Telephone Service (POTS) jumped from \$30 per line to \$37 per line. This increase combined with taxes could amount to \$720 per year. While this service had been on a month-to-month basis, the sales representative stated that our plan had expired. They stated we could renew these lines at the \$30 per line rate if we agree to a one-year contract/verbal agreement. The library had a similar situation last year with AT&T regarding the T-1 line, which had also been a month-to-month service, but then required a contract. At that time a 5-year contract was signed. According to the requirements for e-rate filing, all contracts must go out for bid on the 470 forms to be eligible for e-rate reimbursements. Since these contracts have already been signed in order to prevent additional charges, they are not eligible for e-rate reimbursements. Mr. Wilson recommended that we discontinue applying for e-rate reimbursement given the complexity of attempting to negotiate and re-negotiate "contracts" with AT&T, or other competing entities that may submit a bid, in the e-rate process. The Board agreed and recommended keeping careful watch on AT&T billings and possibly re-visiting this issue in the future.

#### **Final Health Insurance Premium Increases (6.4%)**

Mr. Wilson reported that the City of Canton Health Insurance rates were finalized at an increase of approximately 6.4%. Rick Semonis, health insurance consultant for the city, also reported on the implications of the Affordable Care Act, which requires employers of over 50 employees to offer insurance coverage to employees that work over 30 hours a week. He stated that the employer does not have to offer the same plan to those employees, but may offer different tiers of plans as long as the employee does not pay more than 9.5% of their gross income. The library

currently has only one affected employee, who works 38 hours per week. Mrs. Duvendack suggested that the library offer the same plan that the full-time employees receive to that employee when the Affordable Care Act requirements begin Jan. 1, 2014.

### **Price Increase for Zinio (Online Digital Magazine Service)**

Mrs. Bunner reported on price increases received from Recorded Books for the Zinio service. When this service was first discussed, initial costs were \$1000 for the base subscription plus an additional yearly subscription cost that varied per magazine title. Mr. Wilson budgeted \$1500 for FY14 to cover the initial cost plus subscription costs for approximately 18 magazine titles. In April Mrs. Bunner found that the base price increased to \$1500 plus the magazine subscription titles increased by almost 30%. After much discussion it was decided to not implement Zinio given the cost increases and re-visit this as an option for FY15.

## **E.) Director's Report**

### **1.) Consent Agenda**

**Approved Motion:** The board voted unanimously to approve the consent agenda for this month, as presented in the monthly board packets or distributed before the meeting (Motion: Mr. O'Brien; Second: Mrs. Quinones).

### **2.) Board of Trustees By-Laws Revision**

**Approved Motion:** The board voted unanimously to approve the By-Laws revision (Motion: Mrs. Van Sickle; Second: Mrs. Freiley).

### **3.) Long-Range Planning Ideas**

Mr. Wilson shared a document he prepared highlighting future ideas for the library's long range planning. He mentioned concerns regarding the boiler purchased in 1979 and the ability to obtain parts. Mr. Carter thanked him for preparing the document.

### **4.) Calendar of Reports**

Mr. Wilson also shared a calendar of reports he prepares monthly and throughout the year as an aid to the Board and Mrs. Bunner.

### **5.) Library Reorganization Update**

#### **a. Appointment of New Youth Service Librarian**

Mrs. Bunner reported there were 25 applicants for the Youth Services Librarian position. Five were chosen for interviews by a staff committee consisting of Randy Wilson, Debbie Massey, and Kim Bunner. Catherine Calvert had been selected as the top choice at an annual salary of \$32,750. The Board voted unanimously to approve the hiring of Catherine Calvert (Motion: Mrs. Duvendack; Second: Mrs. Vollmer).

**b. Resignation of Part-Time Circulation Clerk and Selection of New Part-Time Employee**

Mrs. Bunner reported that part-time employee, Chanel Lane, resigned citing the long commute from Macomb. The position was advertised in the Canton Daily Ledger. Of 27 applicants five were chosen for interviews by a staff committee consisting of Randy Wilson, Brenda Hadsell, and Kim Bunner. Sarah Carmack was selected as the top choice at an hourly salary of \$8.25.

**c. Impending Retirement of Full-Time Library Assistant and Strategy to Replace this Position**

Mrs. Bunner mentioned the plan to restructure this position by assigning some duties to current staff and only replacing the 20-24 desk hours. Mrs. Bunner plans to approach a current employee as an internal candidate for this position.

**6.) Board of Trustees Re-appointments and Annual Reorganization**

Mr. Carter reported that Mayor Fritz did reappoint Board members, Pat Carter, Jim Elson, and Michelle Quinones, to the library board at the May 7, 2013, city council meeting. In addition, Mr. Carter, Mr. Wilson, and Mrs. Bunner met with Mayor Fritz on May 9<sup>th</sup> to introduce themselves and share information about the library.

The board voted unanimously to re-appoint Mr. Elson as Treasurer (Motion: Mrs. Van Sickle; Second: Mr. Froehling).

The board voted unanimously to re-appoint Mrs. Quinones as Secretary (Motion: Mr. O'Brien; Second: Mrs. Freiley).

The board voted unanimously to appoint Mr. O'Brien as Vice-President (Motion: Mrs. Duvendack; Second: Mrs. Van Sickle).

The board voted unanimously to appoint Mrs. Duvendack as President (Motion: Mr. O'Brien; Second: Mrs. Freiley).

Mr. Wilson suggested that Mrs. Bunner send initial copies of the meeting agendas to Mrs. Duvendack prior to the mailing of the Board packets for review. Mr. Carter added any board members are willing to assist. Mrs. Bunner mentioned requirements for the FY14 Per Capita Grant require the Trustees do an "environmental scan" or SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for future library planning. Mrs. Bunner thought the Board might consider doing a short planning session after the July board meeting.

The board voted unanimously to re-appoint the current members of the Finance committee consisting of Mr. Carter, Mr. Elson, and Mr. Froehling (Motion: Mrs. Van Sickle; Second: Mrs. Quinones).

7.) Personnel Recognition

The board excused Mr. Wilson and Mrs. Bunner to discuss personnel recognition.

***NEXT MEETING: The Board of Trustees will hold a special meeting next Wednesday, June 19, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_