

Parlin-Ingersoll Public Library Board of Trustees

Minutes for July 17, 2013 Meeting

A.) Call to Order:

Present: Pat Carter, Chris Duvendack, Jim Elson, Ralph Froehling, Michelle Quinones, Charlotte Van Sickle, and Keely Vollmar.

Absent: Kim Freiley and Brad O'Brien

B.) Approval of Previous Month's Minutes:

Approved Motion: Hearing no objections or corrections, the June minutes were approved as submitted. (Motion: Mrs. Van Sickle; Second: Mr. Carter)

C.) Public Comments

There were no public comments

D. Communications

Catherine Calvert, Youth Services Librarian, started July 1st

Mrs. Bunner reported that Mrs. Calvert began working on July 1st. She was able to observe the final two weeks of summer reading. Mrs. Bunner has been training her on areas of children's services, and Mrs. Calvert is in the process of finalizing her fall story hours. She has many exciting ideas for the future.

Summer Reading Update

Mrs. Bunner reported there were over 435 registered children in our program this year. The breakdown on registration is as follows: Calvary Baptist (2%); Lincoln (14%); Ingersoll Middle School (16%); Eastview (18%); Westview (23%); and Other—including Preschool, homeschool, and out-of-town (27%). It is estimated that over 50% of each school's registrants completed the program. Eastview had the largest number of completions. Juvenile circulation for June was up 19.1% from last year.

Brenda Hadsell completed FOIA

Brenda Hadsell completed FOIA training and will serve as a backup FOIA officer to Mrs. Bunner.

Annual Report

The annual report was turned in to the Mayor's Office last month.

Mr. Wilson's Health Insurance

Mr. Wilson's June health insurance payment, which was part of his May salary, was paid to the City of Canton. Health insurance premiums are paid one month in advance. However, Blue Cross credited the library for his costs since he officially retired May 31st. The library then needed to reimburse the city for his payment. This check is in the Miscellaneous account, which will be over-budget.

Linda Duchardt Memorial

The library has received \$2730 in donations in memory of former board member, Linda Duchardt. We hope to devote the majority of the donation toward the purchase of items for the juvenile collection.

Director's Activities

Kim attended the Chamber of Commerce coffee on June 26th, the Peoria-area Library Director's Luncheon on July 1st, and Canton Rotary on July 3rd, 10th, and 17th. She has applied for Rotary membership. Membership and initiation fees total \$185.00. Weekly lunches at Graham Hospital Conference Room are \$8.00 whether present or not. The library can be billed quarterly.

Approved Motion: The Board voted unanimously to cover the cost of Mrs. Bunner's Rotary Membership and luncheon costs. (Motion Mrs. Van Sickle; Second Mrs. Quinones).

Affordable Care Act Recruitment of Libraries

At the American Library Association conference in Chicago this month, it was announced that given the online access available onsite at libraries, they would be recruited to help direct people to Affordable Care Act insurance choices starting October 1st. Training will be given to the library staff so they can direct patrons to relevant websites to aide them in making decisions about care options. Mrs. Bunner feels we should approach this in a positive light and aid patrons to the best of our abilities. She is signed up for an online training session on July 26th.

Men on Roof

Mrs. Bunner notified police on July 11th and July 12th about reports of men jumping off the library roof. An officer did check the rooftop and did not see any damage. They will increase patrols in the area.

Unemployment Claim

The library did receive an unemployment insurance notice for Kaylyn Kuzniar. The claim did state that the library was not the chargeable employer. The library has not regularly paid into unemployment insurance in the past. After some discussion the Board decided to have Mrs. Bunner contact attorney Curtis Lane about unemployment insurance requirements.

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 with a correction of the placement of the \$10,016 loss on investment listed in the Expense Report and the Income Report. (Motion: Mr Carter; Second: Mrs. Quinones).

2.) Creation of Public Services Assistant position

Mrs. Bunner presented information on a newly created Public Services Assistant position as part of staff reorganization. This 32-35 hour position will encompass some of the duties of the previous Technology Director position, and allow for growth in the position as new skills and responsibilities are attained. Mrs. Bunner recommended current employee, Ben Smith, for the position. He will begin September 1, 2013. Mrs. Bunner and Mrs. Hadsell will review current applicants to consider replacements for the part-time position being vacated by Mr. Smith.

3.) Retirement Recognition of Dawn Ward

Approved Motion: The board voted unanimously to approve giving Dawn Ward a \$500 bonus to be included in her final August 30, 2013 paycheck in recognition of her 35 years of service. (Motion: Mr. Elson; Second: Mrs. Vollmar).

4.) FY14 Per Capita Grant Planning Session

The Board reviewed the requirements for the FY14 Per Capita Grant. The Illinois Public Library Annual Report (IPLAR) has already been filed. The Board reviewed Chapter 10 of the Serving our Public 2.0 Standards covering marketing, promotion, and collaboration and discussed the library's collaborative efforts in the community as well as the promotional tools used to enhance the library's image. The Board conducted an environmental scan identifying library strengths, weaknesses, opportunities and threats. The following were identified:

Strengths:

- Excellent community image
- Dedicated and friendly staff
- Nice family environment at little or no cost
- Facility is in excellent condition
- Strong programming for adults and children

Weaknesses:

- Lower circulation
- New staff will need training
- Static website
- Make more effort to reach patrons individually

Opportunities:

- Back to Basics grant
- New staff may bring new talents
- Reaching a new audience via Facebook and other marketing tools

Threats/Challenges:

- Continued economic downturn affecting income
- Continued economic downturn affecting population
- Competing for people time

After some discussion the Board chose to concentrate on two points. First, Mrs. Bunner will gather data to further analyze our lower circulation to determine if there are specific areas of the collection that are lower than past years when circulation was higher. Second, over the next few months we will investigate options for redesigning the website to allow for current, timely updates as well as to continue to promote library events on Facebook and the library newsletter.

Adjournment: The meeting was adjourned at 5:00 p.m. (Motion: Mr. Froehling; Second: Mr. Carter.)

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, August 21, 2013, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____