

Parlin-Ingersoll Public Library Board of Trustees

Minutes for August 21, 2013 Meeting

A.) Call to Order:

Present: Pat Carter, Chris Duvendack, Jim Elson, Kim Freiley, Brad O'Brien, Michelle Quinones, and Charlotte Van Sickle.

Absent: Ralph Froehling and Keely Vollmar

B.) Approval of Previous Month's Minutes:

Approved Motion: Hearing no objections or corrections, the July minutes were approved as submitted. (Motion: Mr. O'Brien; Second: Mrs. Quinones)

Approved Motion: Hearing no objections or corrections, the August 19, 2013 minutes of the Special Meeting of the Finance Committee were approved as submitted. (Motion: Mr. Elson; Second: Mrs. Van Sickle)

C.) Public Comments

There were no public comments

D. Communications

Staff Training Updates

Mrs. Bunner reported that she has begun training Ben Smith on cataloging and computer updates. Robin Kapala is doing interlibrary loan, and Catherine Calvert has been doing On-The-Spot story hours as well as having created a general library brochure. Interviews will begin in the next few days to fill the part-time desk position vacated by Ben Smith.

Small Air Conditioner for Server Room

A small portable air conditioning unit was purchased through DH Mechanical for the computer server room. It is recommended to keep computer rooms at no warmer than 80 degrees. Electrical wiring for the unit had been completed last year.

Partial Carpet Cleaning

Stanley Steemer, the low bidder, cleaned library carpet in the children's area, circulation desk and public computer area, and the music and movie area.

Linda Duchardt Memorial

Linda Duchardt memorials total \$3075. We have spent close to \$1000 and plan to spend the remaining monies throughout the fiscal year.

Director's Activities

In July Mrs. Bunner attended the following meetings: MidAmerica Trust Officers, Chamber of Commerce Coffee, Library Director's Lunch, and Rotary.

Allied Health Chiropractic promotion of library

Dr. Tom Eiselt's office contacted Mrs. Bunner about selecting the library as their September business of the month. The library will have a display in their waiting room area.

Asbestos

During maintenance on one of the air conditioning units in the basement, a worker suspected asbestos surrounding one of the pipes. Mrs. Bunner contacted Bill Phillips, who in turn contacted a company that does asbestos testing. The six library samples proved positive. Mr. Phillips will get prices on air testing and removal by the September Board meeting. He will then recommend a plan of action.

IMRF Refund

City Treasurer Kathy Luker contacted Mrs. Bunner about a possible refund of IMRF contributions based on an early retirement incentive loan from about 2001 or so that the City may pay off early. Mrs. Luker will let Mrs. Bunner know when the issue will be brought before City Council.

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 packet with modifications in the notations for the Back to Books grant monies in both the Income and Expense Reports for August and adjustments for the same in the General Ledger. (Motion: Mr. Carter; Second: Mr. O'Brien)

2.) Unemployment Insurance

Mrs. Bunner presented information about options for unemployment insurance. The library currently is a reimbursable employer and pays no tax. The Board felt there was no need to make any changes.

3.) J.P. Morgan Investments

The Board discussed their concerns about the income generated from the Charles D. Ingersoll Trust. Mr. Elson has contacted colleagues at the ATG Trust Company, who offered to look into the matter at no cost.

Approved Motion: The board voted unanimously to approve providing informational materials to the ATG Trust Company. (Motion: Mr. O'Brien; Second: Mr. Carter)

4.) Spoon River Reads Dinner

After some discussion the Board decided to cover the costs of staff who expressed interest in attending the Spoon River Reads Dinner. Each staff member promotes the program, and it is a valuable marketing promotion. The Board will cover their own costs to attend.

5.) Staff Development Policy Review

The Board reviewed several areas of the 2003 policy. Mrs. Bunner will present a draft with the discussed changes at the September meeting.

6.) Comparison Report on Circulation from FY05 to FY13

Mrs. Bunner presented comparative data from one of the library's highest years for circulation to the most recent year. The comparison did not reveal any particular area of the collection circulating less by percentage in FY2005 than in FY2013. Mrs. Bunner and the staff will continue to identify ways to increase circulation.

Adjournment: The meeting was adjourned at 5:15 p.m. (Motion: Mrs. Quinones; Second: Mr. Carter.)

***NEXT MEETING: The Board of Trustees will hold their next meeting
Wednesday, September 18, 2013, at 4 p.m. at the Parlin-Ingersoll Public Library
Board Room.***

Attest: _____
Secretary

Date: _____