

Parlin-Ingersoll Public Library Board of Trustees

Minutes for September 18, 2013 Meeting

A.) Call to Order:

Present: Pat Carter, Jim Elson, Ralph Froehling, Brad O'Brien, Charlotte Van Sickle, and Keely Vollmar.

Absent: Chris Duvendack, Kim Freiley, and Michelle Quinones

B.) Approval of Previous Month's Minutes:

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

C.) Public Comments

There were no public comments

D. Communications

Staff Updates

Mrs. Bunner reported that Heather Carey had been hired as a circulation clerk to fill the desk hours vacated by the promotion of Ben Smith.

Catherine Calvert has done a wonderful job with story hour programming. She notified Mrs. Bunner that she is pregnant and due in mid-April, but plans to be back from leave in time for the 2014 Summer Reading program.

The staff expressed their thanks to the Board for covering their meal costs at the Spoon River Reads Dinner this year.

IMRF Update

Kim presented updated information from City Treasurer Kathy Luker regarding an IMRF refund. Several city employees accepted an early retirement incentive in the form of an IMRF loan, which raised the IMRF percentage rate the library paid. Mrs. Luker hopes to pay off that loan and felt since the library did not have any employees take advantage of the incentive, the library should be reimbursed that extra percentage they paid. Mrs. Luker requested payroll information from Mrs. Bunner and determined the refund to be \$44,123.06. She will notify the library when the issue will be brought before city council. The Board commended Kathy Luker for her work.

Director Activities

Mrs. Bunner attended the following functions: Library Director's Lunch; WBYS Radio spot; Affordable Care Act meeting at RAILS in East Peoria; Speaker at the Canton Women's Club; RAILS Focus Group meeting in Peoria; Rotary Meetings; Chamber of Commerce Coffee.

Affordable Care Act Update

Mrs. Bunner reported that the library must provide all employees a health insurance notification letter by October 1, 2013. She has contacted the City of Canton to see if they have a specific form they are sending members of the health insurance plan, but has not yet received a reply. At one point the city mentioned possibly having a third tier plan to offer those employees that worked over 30 hours per week, but at this time she has not heard of any changes in the plans offered. The library has two employees who work over 30 hours per week that would be eligible for health insurance under this act. If the City does not have a specific letter, Mrs. Bunner will send all employees the health notification letter suggested by the Department of Labor with additional information on the City of Canton health plan costs.

Letter of Appreciation

Mrs. Bunner shared an e-mail letter of appreciation for the library and its staff.

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 (Motion: Mr. Carter; Second: Mr. Froehling)

2.) Asbestos Update

Bill Phillips presented Mrs. Bunner with a letter from Alan Atkinson of Aspec Environmental Testing, Inc. of Bettendorf, Iowa, with an estimated cost of six air samples at a total cost of approximately \$690.00. Mrs. Bunner authorized the testing, which will be performed prior to any encapsulation. Mr. Phillips presented an estimate from M & O Environmental Company of Peoria for \$900.00 to encapsulate 16 spots of asbestos pipe insulation in the basement. The work can be completed while the library is open. A letter will be posted in the basement area alerting workers that asbestos has been found in the basement. Workers will then notify the library if their work will involve areas that may need to be encapsulated or removed prior to their work.

Approved Motion: The Board voted unanimously to approve the \$900.00 encapsulation work by M & O Environmental Company. (Motion: Mr. Elson; Second: Mrs. Vollmar)

3.) J.P. Morgan Investments

The Board discussed their concerns about the income generated from the Charles D. Ingersoll Trust. Mr. Elson shared an informational letter from Mr. Robert Lopardo of the ATG Trust Company. Mr. Froehling offered to contact attorney Roger Taylor for additional advice.

Approved Motion: The Board voted unanimously to approve providing informational materials to Mr. Taylor. (Motion: Mr. Elson; Second: Mr. Carter)

4.) Locust Street Property

Mrs. Bunner was contacted by Carol Van Horn, daughter of Alberta Kidd, who owns the property at 220 W. Locust Street, adjacent to the library. Mrs. Kidd is planning to move closer to her daughter and is considering selling the property. Before they would place the property on the market, they wondered if the library Board of Trustees would be interested in purchasing it. After consideration of the library’s needs and budget, the Board decided they were not interested in purchasing the property at this time.

5.) FY13 Audit

The Board reviewed the FY13 Audit prepared by Hocker and Fitzjarrald. A copy of it and the Annual Treasurer’s Report will be given to the Mayor.

Approved Motion: The Board voted unanimously to approve the audit. (Motion: Mr. Carter; Second: Mr. Elson)

6.) Professional Development Policy

Mrs. Bunner presented a draft of the Professional Development Policy based on the discussions at the last meeting. Additional edits were suggested to eliminate the last sentence in section B.2. under “Online Training” and to remove the word “preferably” in section C.7. in the first bulleted item.

Approved Motion: The Board voted unanimously to approve the Professional Development Policy. (Motion: Mrs. Van Sickle; Second: Mrs. Vollmar)

7.) Director Orientation

Mrs. Bunner excused herself from the meeting so the Board of Trustees could discuss her performance.

Adjournment: The meeting was adjourned at 4:45 p.m. (Motion: Mr. Froehling; Second: Mr. Carter.)

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, October 16, 2013, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____