

Parlin-Ingersoll Public Library Board of Trustees

Minutes for October 17, 2013 Meeting

A.) Call to Order:

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

Absent: Chris Duvendack and Kim Freiley

B.) Approval of Previous Month's Minutes:

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

C.) Public Comments

There were no public comments

D. Communications

Asbestos Update

Mrs. Bunner reported none of the six air samples collected by Aspec Environmental Testing, Inc. contained asbestos. The six areas sampled were the small board room, the program room, the children's area, the staff area, the adult stack area, and the basement. Mrs. Bunner is waiting for a callback from M & O Environmental Company of Peoria to schedule the encapsulation, which should take one day and can be completed while the library is open.

Interest in the Library Board

Mrs. Bunner notified the Board that Mike Walters mentioned to Mrs. Duvendack that he would be interested in serving on the library board if there would be any future openings.

Director's Activities

Mrs. Bunner attended the following events: Library Director's Lunch; WBYS Radio spot; City of Canton informational meetings on Worker's Compensation, Family Medical Leave Act, and Affordable Care Act; City of Canton Finance Committee and Council meetings on the IMRF refund; Rotary meetings; and the Chamber of Commerce Coffee

Insurance Costs

Mrs. Bunner included a memo on the costs of the library's insurance policies for property and liability, worker's compensation, director and officers' liability, and the fidelity bond for the treasurer. The current policy expires on June 1, 2014, so we will seek quotes in the spring.

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: Mrs. Quinones)

2.) Damaged Library Materials Update

On October 3, 2013, a patron returned library books and reported to the staff that they had bugs in them. The staff bagged the items, and Mrs. Bunner called American Pest Control. While no intact specimens were found, it did appear the insects were bed bugs. American Pest did a preventative precautionary spray for bed bugs on Saturday, October 5, 2013. While it is standard procedure for staff to check each item for damages when returned, the staff also placed check in notes on the items this patron currently has checked out to ensure they are checked immediately upon return. Most of the affected books were by one author. Staff checked the shelves for the remaining books by that author, but all appeared bug free. The patron has returned several DVDs since this incident and all have been bug free. The patron still has six books out on her account. If those appear to be infested, Mrs. Bunner will notify the patron about the infested books, suggest she check her home, and caution her that she would be responsible for replacement costs if future damages occur. This is the same procedure library staff have followed in the past with other insect infestations. It is difficult to ascertain the source of the insects, but we can take steps to prevent future occurrences and damage to materials when we have repeated incidents.

3.) IMRF Update

Mrs. Bunner attended the City of Canton Finance Committee meeting on October 8, 2013, as well as the Council Meeting on October 15, 2013. The City will pay off their Early Retirement Incentive (ERI) Loan from IMRF this month before it is due. Since 2004 the library had been charged an IMRF rate that included the percentage for this ERI Loan. Since the library did not have any employees who took advantage of the incentive, City Treasurer Kathy Luker felt the City should reimburse the library for the portion it paid toward their loan. The total cost is a little over \$44,000 dollars. The city will pay the library in two installments: one during their current fiscal year and one during their next fiscal year (after May 1, 2014). The Council approved the first installment of approximately \$22,000.

4.) J.P. Morgan Trust Update

Mr. Froehling reported on his discussions with Roger Taylor, former President of Knox College, and Angelo Tiesi, both affiliated with the Chicago firm of Kirkland and Ellis. After Mr. Tiesi expressed an interest and Mr. Froehling furnished Mr. Tiesi with materials related to our trust, Mr. Tiesi notified Mr. Froehling that his firm did not want him to pursue anything further on our behalf.

Mr. Elson mentioned the possibility of contacting the attorney general's office or other political contacts. In addition, he suggested we write a formal letter to J.P. Morgan requesting answers to specific questions suggested by ATG Trust President, Mr. Robert Lopardo, whom he is meeting in Chicago in the next few weeks.

Approved Motion: The Board voted unanimously to authorize Mrs. Bunner in consultation with Mr. Froehling to compose a letter to J.P. Morgan expressing our concerns about the asset and equity allocations in the trust and request answers to the questions suggested by Mr. Lopardo. (Motion: Mr. Elson; Second: Mrs. Van Sickle)

5.) **Christmas Bonuses**

Mrs. Bunner recommended the Board approve Christmas bonuses in the same amounts as last year to those employees who had worked at the library for the full year.

Approved Motion: The Board voted unanimously to approve Christmas bonuses this year. (Motion: Mr. Carter; Second: Mrs. Quinones)

6.) **Christmas Hours**

Mrs. Bunner reported on Christmas holiday hours this season and recommended no additional shortened hours since we are no longer open on Sundays. In addition, it was decided to not hold a Board Christmas dinner this year.

7.) **Grace Period Extension for DVDs**

Mrs. Bunner recommended the Board extend the grace period for DVDs and videos from 1 day to 2 days to allow an extra day since we are closed on Sundays. Mrs. Hadsell, Circulation Manager, also felt this would be of value.

Approved Motion: The Board voted unanimously to extend the grace period on DVDs and videos to 2 days. (Motion: Mrs. Quinones; Second: Mr. Carter)

8.) **Videotaping of Library Programs**

Mrs. Bunner had a request for a library program with book signing in which the author wanted to have his program professionally videotaped. This issue has not been specifically addressed in our program policy. He mentioned he would have consent waivers for those in the audience. The Board expressed concern in not wanting the library name to appear in any filming or as an endorsement of a product for commercial purposes. In addition there was concern the filming of the crowd might make patrons reluctant to attend the library program. It was decided to allow the filming this time only if it does not show those attending the program. Mrs. Bunner will research other libraries' policies on this topic.

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, November 20, 2013, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____