

Parlin-Ingersoll Public Library Board of Trustees

Minutes for November 20, 2013 Meeting

A.) Call to Order:

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

Absent: Keely Vollmar

B.) Approval of Previous Month's Minutes:

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

C.) Public Comments

There were no public comments

D. Communications

Library Technician Practicum

Mrs. Bunner was contacted by Pamela Thomas of Illinois Central College about having a Library Technician student from Canton do a practicum at our library for the Spring 2014 semester. The student would do 10 unpaid service hours for 16 weeks in a wide variety of areas. Mrs. Bunner plans to meet with the student and Ms. Thomas in early December for discussion and planning.

Asbestos Update

All asbestos encapsulation work has been completed and the appropriate warnings have been posted on the wall to the basement. The bill for air sampling was paid in October, and the bill for the encapsulation will appear with November bills.

Concealed Carry Signage

The approved signage about the concealed carry restrictions for public libraries has been posted at the front entrances per Illinois state law.

IMRF Loan Re-Payment

The library received the first payment of \$22,370 from the City of Canton as part of the repayment of the Illinois Municipal Retirement Loan. Mr. Carter recommended a letter of thanks on behalf of the Board of Trustees be sent to City Treasurer Kathy Luker.

Updates in the Children's Area

Mrs. Bunner reported that Youth Services Librarian, Catherine Calvert, has created a special section of juvenile graphic novels in the children's room. In addition, juvenile hardcover and paperback books will be combined on the shelves for easier access for the children.

eRead Illinois RAILS Project

Mrs. Bunner reported the state of Illinois has a grant to establish a statewide eBook program apart from any existing eBook programs such as the current Alliance Digital Media Library. They are testing two vendor's products. Those libraries in the RAILS system will be using the Baker & Taylor Axis 360 program. Those libraries on the shared Polaris system in the IHLS system will be using 3M. The possible drawbacks are that the Axis 360 program does not include the basic Kindle format or audio formats. Also, since it has two different application software programs that must be downloaded to use eBooks, it might be confusing to patrons already familiar with the Alliance Digital Media Library procedures. On the plus side, while there may be some duplication in titles with Alliance Digital Media Library, Axis 360 hopes to have a stronger emphasis on nonfiction, juvenile titles, and Common Core areas. Mrs. Bunner surveyed area libraries if they were planning to join Axis 360 in addition to Alliance Digital Media Library and found about half intended to join. The cost to us would be approximately \$800-\$900. Mrs. Bunner will continue to investigate all options. The existing Alliance Digital Media Library will not be affected. Its contract will renew in June 2014.

Director's Activities

Mrs. Bunner attended the following activities: Rotary service project at Youth Acres; Business Before Hours Chamber activity for Canton Daily Ledger/Propel Marketing; Director's Lunch; Fondulac Library Open House; Rural Director's Meeting at RAILS; Rotary meetings; Chamber of Commerce Coffee.

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. O'Brien)

2.) Suspension of Library Privileges

Mrs. Bunner reported that a patron's library privileges were suspended for six months until April 28, 2014 and further review for repeatedly accessing sexually explicit websites from the library public computers. A written notification letter was sent. Mr. Elson asked if the filters were working properly. Mrs. Bunner explained that occasionally they stop blocking sites. We have been unable to determine if someone purposely disables them or the software fails. When we reboot the system, it resolves the issue. Mrs. Bunner has asked Mr. Smith to routinely make checks to verify they are working properly and to reboot the system as needed.

3.) E-Rate Update

After being contacted by AT&T and Universal Services about e-rate issues, Mrs. Bunner contacted the Illinois State Library and other libraries about e-rate filings. Everyone recommended continuing to apply for funds. Apparently the library is still eligible to file for the upcoming funding year beginning July 1, 2014, despite having an existing contract and verbal agreement. In addition, corrections were made to the 2013 funding year application and that process is able to move forward. If all new agreements or contracts are made to begin July 1st of each year, the process will coincide more smoothly with the e-rate funding cycle. Reimbursements from Comcast had not been sought in the past but could be eligible beginning July 1, 2014. Once all is back on track the library may receive reimbursements for \$3000 to \$4000 per year. Mrs. Bunner feels it is worth the effort to try to continue the process for e-rate reimbursement if it might result in money returned to the library.

4.) J.P. Morgan Trust Update

Mr. Elson shared his findings that the Illinois Attorney General's office and the Illinois Department of Financial and Professional Regulations could not intervene regarding J.P. Morgan as J.P. Morgan falls under federal jurisdiction. However, Mr. Elson then contacted Tom Homer, who referred him to an attorney, Charles Watkins.

Mr. Froehling contacted Mr. Watkins and plans to provide him with materials related to the library's concerns about the management of the Charles D. Ingersoll Trust. Discussion followed regarding the other beneficiaries of the Charles D. Ingersoll Trust as well as the W.P. Ingersoll Trust. While Mr. Watkins usually works on a contingency basis, the Board felt the need to authorize the spending of a limited amount of funds if necessary to move the process forward.

Approved Motion: The Board voted unanimously to contact Mr. Watkins and offer up to \$10,000 as a retainer to investigate the concerns related to J.P. Morgan's management of the Charles D. Ingersoll Trust. (Motion: Mr. Carter; Second: Mr. Elson)

On behalf of the entire Board Mrs. Duvendack expressed appreciation of the efforts made by Mr. Elson, Mr. Froehling, and Mr. Carter.

5.) Disaster Recovery Plan

Mrs. Bunner presented an update to the 2007 Disaster Plan. While most of the procedures were the same, some areas were clarified and streamlined, the contact information was updated, and photographs of equipment were included. All staff will have training on December 13, 2013, on the procedures in the plan, as well as training by Shockency Fire Equipment on fire safety and the use of fire extinguishers. Mrs. Bunner, Brenda Hadsell, Ben Smith, and John Hart will be trained on the more complex aspects of the building systems.

Approved Motion: The Board voted unanimously to approve the Disaster Recovery Plan (Motion: Mr. Froehling; Second: Mr. O'Brien)

6.) Checked out and Unreturned Items FY13

Mrs. Bunner presented a report of the items that were checked out and unreturned last fiscal year. The total was less than previous years. Mrs. Hadsell felt the lower numbers could be attributed

to the ability of the Polaris system to send out pre-overdue reminder e-mail notices and text messages to patrons.

7.) **December 18, 2013 Meeting**

Mrs. Bunner polled the Board to see if enough members would be present to hold a December meeting. At this time everyone felt they would be able to attend.

Adjournment: The meeting was adjourned at 4:40 p.m. (Motion: Mr. Froehling; Second: Mr. Elson.)

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

Attest: _____
Secretary

Date: _____