

Parlin-Ingersoll Public Library Board of Trustees

Minutes for December 18, 2013 Meeting

A.) Call to Order:

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

Absent: None

B.) Approval of Previous Month's Minutes:

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

C.) Public Comments

There were no public comments

D. Communications

Library Technician Practicum

Mrs. Bunner reported that Danielle Jarvis will be doing a practicum at the library beginning on January 7, 2014. She is completing her Library Technical Assistant degree from Illinois Central College and will work 10 unpaid service hours for 16 weeks in a wide variety of areas.

Woman Fell in Lobby

A patron fell in the lobby entrance on December 3, 2013, and staff called 911. She agreed to be transported to the hospital by the paramedics and called us a few hours later to say she was home and doing okay.

eRead Illinois Project

Mrs. Bunner updated the Board on the RAILS eRead Illinois Project for eBooks. Our average eBook circulation through the Alliance Digital Media Library is about 133 titles per month with 40% usage in the Kindle format. The RAILS vendor, Axis 360, does not provide eBooks in Kindle format, and it claims to emphasize more nonfiction and juvenile titles. Mrs. Bunner talked with the Canton Union School District 66 librarian, who is joining the project, but only for use at the high school. She is viewing this project as experimental for their students and did not see a reason student use should be a deciding factor for the public library to join. The initial cost to the library would be about \$900 per year. The starting collection purchased by the RAILS group includes 36% Spanish titles, which are in more demand in other communities in the RAILS service area. At this time Mrs. Bunner feels it would be of more value to our patrons to invest the \$900 in additional titles of our own in all formats via the Alliance Digital Media Library. If the library would want to add another vendor in the future, it might be worth looking at a Polaris product available for eBook usage that integrates well with their software.

Coffee Maker in the Library

Mrs. Bunner suggested the purchase of a Keurig coffee maker for the library Hot Spot area. Many libraries have purchased these coffee makers and found them quite popular. The cups, lids, and K-Cup packs would be purchased at the library desk for \$1.00. The patrons can then choose from a variety of coffees, teas, or hot chocolate.

Director's Activities

Mrs. Bunner attended the following activities: Director's Lunch, ICC Practicum meeting; 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. O'Brien; Second: Mrs. Freiley)

2.) E-Rate Update

Mrs. Bunner received word from the Universal Service Administrative Company that the library is eligible to receive up to \$1232.11 in e-rate reimbursements for funding year 2013 for local voice service. She will continue the process to apply for reimbursements from AT&T for July-December 2013 bills in January 2014 and for January-June 2014 bills in July 2014.

In the meantime Mrs. Bunner gave the requested 90 day notice to AT&T that the library did not want to automatically renew their "verbal agreement" for local phone service in February 2014 since it plans to apply for e-rate funding beginning July 1, 2014. AT&T then jumped our billed rate in November to month-to-month service instead of waiting until February. Mrs. Bunner contacted AT&T who said they would credit our account for the charge, reinstate the original expiration date of February 2014, and not automatically renew at that time.

Mrs. Bunner still feels if all the services can be synchronized with a July 1st start date, the e-rate reimbursements will be worth the effort. Filings for funding year 2014 will begin in January.

3.) Polaris Upgrade

Mrs. Bunner reported that the Polaris library automation system will be due for an upgrade in December 2014. She has received tentative quotes for budgetary purposes from Polaris and is seeking additional cost estimates for the purchase of replacement PCs and network equipment. Total costs may be between \$50,000 and \$60,000. In the past these costs were considered extra capital expenses in the budget. In 2010 when we upgraded we did also close the library for a few days. Mrs. Bunner will notify trust officer Dave Haynes at Mid-America National Bank of the possible projected costs so funds will be accessible at that time.

4.) J.P. Morgan Update

Mr. Froehling updated the Board on trust concerns. He has been in contact with attorney Charles Watkins, whom the Board authorized a payment of up to \$10,000 as an initial retainer at the November 20, 2013 Board meeting. Mr. Froehling said Mr. Watkins was satisfied with the retainer and will draw up an engagement letter for Mrs. Bunner to sign on behalf of the library. Mr. Froehling would like to have a meeting of the library Finance Committee, other interested parties, and possibly Charles Watkins the first week in January. He will contact Charles Watkins as well. In addition, Jennifer Rahn of J.P. Morgan contacted Mrs. Bunner about setting up a meeting of the beneficiaries in late January to discuss the 2014 disbursements and the new rolling three-year average. Mrs. Bunner will contact representatives at Graham Hospital and Canton Union School District 66 to find agreeable dates for both meetings.

Adjournment: The meeting was adjourned at 4:35 p.m. (Motion: Mr. Froehling; Second: Mr. Carter)

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, January 15, 2014, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____