

# **Parlin-Ingersoll Public Library Board of Trustees**

## **Minutes for February 19, 2014 Meeting**

### **A.) Call to Order:**

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

**Absent:** Chris Duvendack, Keely Vollmar

### **B.) Approval of Previous Minutes:**

**Approved Motion:** Hearing no objections or corrections, the January 15, 2014 minutes were approved as submitted. (Motion: Mrs. Van Sickle; Second: Mr. Carter)

**Approved Motion:** Hearing no objections or corrections, the January 30, 2014 minutes from the meeting with J.P. Morgan representatives were approved as submitted. (Motion: Mr. Carter; Second: Mr. Elson)

### **C.) Public Comments**

There were no public comments

### **D. Communications**

#### **Per Capita Grant Award for FY14**

Mrs. Bunner received a letter from Secretary of State Jesse White awarding the library a FY14 Illinois Public Library Per Capita Grant in the amount of \$18,380.

#### **Open Meeting Act Certifications**

Mrs. Bunner reported that all Board members must complete the Open Meeting Act certifications on the Illinois Attorney General's website, and a copy of the certificate must be on file at the library. This only needs to be completed one time, and copies can be printed from previously completed sessions. She could not find certificates on file for Mrs. Freiley, Mr. Froehling, Mrs. Van Sickle, and Mrs. Vollmar and asked that they bring a copy of their certificates to the library for our files.

#### **E-Rate Updates**

Mrs. Bunner has filed the Form 471 for funding year 2014. There are still many approval steps to be taken, but our reimbursements could be as much as \$6000. She will budget as if we will not receive the funds as a precaution, but hopefully they will come through.

#### **Public Scanner and Keurig Coffeemaker**

The library added a scanner to help scan copies of library financial files. We have had several requests from the public for a scanner so that scanner is now out for public use. Patrons can

scan photos and documents to a public computer or their own USB drives. The Keurig coffeemaker has been out for the public since mid-January. We ask patrons to have a covered lid on all drinks.

### **Pew Research Article**

Mrs. Bunner shared a Pew Research Article that stated that 54% of Americans had visited a library in person or used a library's website at least once during the past 12 months. Most people believe the presence of a public library improves the quality of life in a community. Interestingly enough, 20% did say they did not know much about the services their library offered. The study stressed the importance of librarians continuing to promote their services.

### **Small Public Library Management Institute**

Mrs. Bunner received a personal invitation from Mary Downing of the Illinois State Library to attend the Small Public Library Management Institute in Springfield June 1-6, 2014. She encouraged all new directors to apply for the institute. The cost is only \$50, and attendance will meet one of the new requirements for the upcoming Per Capita Grant. Mrs. Bunner feels it will be a valuable opportunity to catch up with new trends and future requirements and will apply for the institute.

### **Public Library Association Conference**

Mrs. Bunner will attend the Public Library Association Conference in Indianapolis March 11-15, 2014. She will be sharing room costs with Janice Sherman, the library Director from Morton Public Library. Mrs. Bunner thanked the Board for their support in these continuing education opportunities.

### **Director's Activities**

Mrs. Bunner attended the following activities: City Insurance meetings on January 16 and February 11, 2014; Collaborative program with Canton Park District on January 18; Ingersoll Trust meeting on January 30; Rotary meetings

### **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.) Review of Closed Session Meeting Minutes**

**Approved Motion:** The board voted unanimously to approve the minutes of the January 28, 2013 special meeting. (Motion: Mrs. Van Sickle; Second: Mr. Froehling).

**Approved Motion:** The board voted unanimously to approve the minutes of the closed session from the January 28, 2013 special meeting. (Motion: Mr. Froehling; Second: Mr. Carter).

**Approved Motion:** The board voted unanimously to approve the minutes of the closed session from the February 25, 2013 special meeting. (Motion: Mrs. Quinones; Second: Mrs Freiley).

**Approved Motion:** The board voted unanimously to approve the minutes of the special meeting April 2, 2013. (Motion: Mr. Carter; Second: Mrs. Freiley).

### **3.) Health Insurance Policy Update**

Mrs. Bunner reported on several health insurance meetings she attended regarding the City of Canton health insurance plan. City Council had previously approved a spousal opt-out option for employees and last month approved an employee opt-out. An employee who already has insurance coverage can decline insurance and receive an annual \$1800 bonus (\$450 per quarter). The opt-out can be viewed as a savings from paying a full premium for an employee who already has coverage elsewhere. Rick Semonis, the city insurance consultant, believes that since the library is a "city library" it should follow the same rules and practices as the city in paying the opt-outs to eligible employees. He advised the issue be referred to the City attorney, Nancy Rabel. Mrs. Bunner has not heard anything further.

The library in past practice has not paid employees for declining coverage. Currently there are two full-time employees who have declined coverage with the possible addition of two others when the 30+ hour employees will be eligible for coverage due to the Affordable Care Act. The Board questioned whether they needed to follow those same rules since other departments in the city do not all have the same rules in other areas such as pensions. The library has a separate payroll service from the city as well. Mrs. Bunner will keep the Board updated as more information becomes available.

### **3.) Insurance Policies expire in June 2014**

Mrs. Bunner mentioned that preliminary information was requested by Dennis Ludlum of Town and Country Insurance for a renewal quote. The library has been pleased with their coverage, but felt it would be prudent to seek quotes for comparison. Current coverage is for Property/Casualty, Worker's Compensation, and Director & Officers (Employers) Liability. Mrs. Bunner will contact several companies for comparable quotes on coverage.

### **4.) J. P. Morgan Trust Update**

Mrs. Bunner and Mr. Froehling shared the most recent correspondence from attorney, Charles Watkins, regarding the analysis of the J.P. Morgan investments. Mr. Froehling hopes to have a phone conversation about the analysis in the next few days. Mr. Carter felt it would be worth considering contacting a legislator to work on a bill to allow smaller entities more control over their trust monies. Mr. Elson mentioned contacting the Office of the Comptroller of the Currency in Washington, D.C. or Senator Dick Durbin as well.

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

**NEXT MEETING: The Board of Trustees will hold their next meeting  
Wednesday, March 19, 2014, at 4 p.m. at the Parlin-Ingersoll Public Library  
Board Room.**

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_