

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

## **Minutes for April 16, 2014 Meeting**

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

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

**Absent:** Michelle Quinones, and Keely Vollmar

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

**Approved Motion:** Hearing no objections or corrections, the March 2014 minutes were approved as submitted. (Motion: Mr. O'Brien; Second: Mr. Carter)

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

There were no public comments

### **D. Communications**

#### **Innovative Interfaces acquires Polaris Library Systems**

It was announced on April 1, 2014 that Innovative Interfaces acquired Polaris Library Systems. The library has been a satisfied customer of Polaris since it migrated to them from SirsiDynix in 2010. Innovative was one of the vendors the library considered in 2010 but chose Polaris due to lower costs, a more user-friendly catalog, and its large public library base. Many Polaris libraries that had previously been on SirsiDynix were concerned with the decline in customer service and increase in prices that occurred after it was purchased by an equity firm. The former Polaris president (and now vice president of the public library area at Innovative) and the Innovative CEO held an informational webinar to reassure customers.

Our hardware is due for a major upgrade in December 2014. Mrs. Bunner had secured quotes from Polaris for budgetary purposes in January. She was told to firm the quotes in June for a tentative upgrade December 9, 10 and 11. Mrs. Bunner will keep the Board updated as more information becomes available.

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

Mrs. Bunner has been accepted as a participant in the Small Public Library Management Institute in Springfield June 1-6, 2014. Topics include budgeting, planning, personnel, library law, and much more.

#### **Statements of Economic Interest**

Completed Statements of Economic Interest were obtained from the Board of Trustees and will be mailed to the Fulton County Clerk this week.

## **Catherine Calvert's Maternity Leave**

Mrs. Calvert, who had a son on April 9, 2014, began her maternity leave on April 7, 2014. As per library policy, she will be using sick leave, vacation leave, and short term disability to cover her time off. She plans to return to work on June 9, 2014. Mrs. Calvert planned the Summer Reading program in advance, and Children's Assistant, Mrs. Sorrill, will be covering 1<sup>st</sup> grade tours, lapsits, Lego club, and pre-summer reading promotions during the leave of absence.

## **Director's Activities**

Mrs. Bunner attended the following activities: Directors' Lunch, Rotary meetings, City of Canton Insurance meetings, and the 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. Elson).

### **2.) Building Insurance Quotes**

The board received quotes from Sanders-Hasty, State Farm, Country Financial, and Town and Country Insurance. After much discussion the Board narrowed their choices down to Country Financial and Town and Country. Mr. Elson will contact both companies for clarification on areas of coverage and bring a recommendation to the Board at the May meeting.

### **3.) Per Capita Grant FY15 Requirements**

Mrs. Bunner reviewed the requirements for the FY15 Per Capita Grant due in October 2014. Two major areas of emphasis involve the Edge Initiative and review of the collection management section of the *Standards for Illinois Public Libraries, 3.0*. Mrs. Bunner will proceed with the Edge Initiative requirements, which should aid in strategic planning for the future. Review of our collection management policies is required by law every two years as well. More information will be presented in the next few months.

### **4.) Board of Trustees Reappointment**

**Approved Motion:** The board voted unanimously to recommend to Mayor Fritz the reappointment of Chris Duvendack, Ralph Froehling, and Charlotte Van Sickle to the Board of Trustees. (Motion: Mr. Elson; Second: Mrs. Freiley).

### **5.) Illinois ePay Debit/Credit Card Use**

Mrs. Bunner presented information on the Illinois ePay program, an affordable program for public entities wanting to offer debit/credit payments to their customers. Several area libraries have used this program for many years now. Some patrons do not carry cash anymore, and staff say they are asked for this service about three times per week. Charges can be paid in-house at the library as well as remotely via the library website. Mrs. Bunner recommends allowing Visa, Mastercard, and Discover charges. Any debit cards associated with these companies would also

be allowed. Monies from these charges would go into an Illinois Funds account and then be transferred when desired to the library's local bank account. A balance of \$100 would be kept in the account as a baseline. Mrs. Bunner and Mrs. Massey would be authorized to transfer monies. The upfront hardware costs would total \$449.00 for 3 wedge swipes for the circulation desk. The Illinois ePay staff provide training and support at no additional cost. The system could be up and running in about 8 weeks.

**Approved Motion:** The board voted unanimously to implement the Illinois ePay debit/credit program. (Motion: Mr. Froehling; Second: Mr. O'Brien).

#### **6.) Health Insurance Update**

Mrs. Bunner received opinions from City Attorney Nancy Rabel and insurance consultant Rick Semonis regarding a requirement for the library to pay employee opt-out benefits. In addition, Caty Campbell provided a copy of a 2007 City Health Benefit Agreement between the City and the Library which states the library is "solely responsible for its decisions and actions relating to Library employees and consequent costs regarding benefits and coverage." Therefore, the library does not have to offer employee opt-out benefits.

The policy renewal rate came in at 6.7% with a possible additional 4% increase in January 2015 due to Affordable Care Act fees. The library has two 30+ hour employees who will be eligible for coverage beginning January 1, 2015. Mrs. Bunner revised the budget draft to reflect those changes. In addition, the library currently has two full-time employees who declined coverage as they are covered on their spouses' plans but would be eligible if their circumstances would change.

#### **7.) FY15 budget draft**

The Finance committee members agreed to hold a special meeting on Thursday, May 1, 2014 at 4:00 p.m. at the library to discuss the FY15 budget.

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

The Board discussed some recent correspondence and articles related to the trust.

#### **9.) Director's Evaluation**

Mrs. Duvendack asked the Board if they wanted to utilize the same director evaluation methods they used in the past in which individual Board members each filled out an evaluation and met as a whole to discuss performance issues. The Board decided to follow past practice and report at the May meeting.

**Adjournment:** The meeting was adjourned at 5:05 p.m. (Motion: Mr. Froehling; Second: Mrs. Van Sickle)

**NEXT MEETING: The Board of Trustees will hold their next meeting  
Wednesday, May 21, 2014, at 4 p.m. at the Parlin-Ingersoll Public Library Board  
Room.**

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

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