

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

## **Minutes for June 18, 2014 Meeting**

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

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

**Absent:** Jim Elson and Keely Vollmar

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

**Approved Motion:** Hearing no objections or corrections, the May 21, 2014 minutes were approved as submitted. (Motion: Mr. O'Brien; Second: Mrs. Quinones)

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

There were no public comments

### **D. Communications**

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

Mrs. Bunner reported on her attendance at the Institute. It was a very valuable experience and covered many topics including customer service, planning, budgeting, library law, security, and policies. Mrs. Bunner mentioned learning about the Illinois Records Act. As required by law, someone from the Illinois State Archives will be coming August 4, 2014 to review our records and recommend requirements and procedures for records retention and disposal.

#### **Library Landscaping**

Mrs. Van Sickle had suggested Mrs. Bunner contact Master Gardener, Terry Meade, for suggestions regarding the care and trimming of library landscaping. Mrs. Bunner met with Mrs. Meade and shared her recommendations for care and maintenance. Mrs. Bunner has created a priority list by time of year and has been working with Mr. Garzee regarding the trimming and weeding. Discussion arose about the possible removal of two pine trees at the north end of the library public parking lot. The Board wanted to view the grounds and consider a decision on the matter at the next meeting.

#### **Geocache Container Stolen**

Mrs. Bunner notified the Board the geocache container had been stolen a second time. Mrs. Bunner did report the incident to the police. Mr. Stremmel, who placed the container, wanted to try a replacement one last time. He thought perhaps someone was interested in the ammo box used as a container and has replaced it with a plastic paint container.

## **Polaris Upgrade**

Mrs. Bunner has requested updated quotes from Polaris for the hardware/software upgrade on December 9, 2014. She hopes to present updates at the July meeting.

## **FOIA requests at area libraries**

Mrs. Bunner reported that several libraries have received FOIA requests from openthebooks.com. The request is asking for payment records from 2008-2013. Mrs. Bunner has not yet received a request, but is following the discussion by other libraries who already have. If she receives a request, she will consult with library attorney, Phil Lenzini.

## **Director's Activities**

Mrs. Bunner attended the following activities in May: Library Finance Committee, City Insurance Meeting, City Council Meeting, City of Canton Worker's Compensation informational meeting, Chamber of Commerce Coffee; Rotary luncheon 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. Freiley).

### **2.) Quality Blacktop Quote**

**Approved Motion:** The board voted unanimously to accept a quote for \$4900 from Quality Blacktop for resealing and minor crack repair of the library public and staff parking lots. (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

### **3.) Prevailing Wage Compliance**

**Approved Motion:** The board voted unanimously to pass the prevailing wage ordinance, certification, and notification prepared by attorney Phil Lenzini. (Motion: Mr. Froehling; Second: Mrs. Quinones).

### **4.) Illinois Public Library Annual Report (IPLAR)**

Mrs. Bunner reported on the information in the Illinois Public Library Annual Report. She noted that interlibrary loan materials lent to other libraries should not be included in circulation counts as had been in the past. New circulation reports this fiscal year will reflect that change.

**Approved Motion:** The Board voted unanimously to accept the IPLAR report as presented and submit it to the Illinois State Library. (Motion: Mr. Carter; Second: Mrs. Freiley).

## **5.) Library Annual Report**

**Approved Motion:** The board voted unanimously to accept the 2013-2014 Library Annual Report and present it to the Mayor of Canton as required by law. (Motion: Mr. O'Brien; Second: Mrs. Van Sickle).

## **6.) Circulation Drop Statistics**

Mrs. Bunner presented a preliminary report on the drop in library circulation statistics. She showed comparative figures noting that several rural central Illinois libraries with decreases in population also showed a drop in circulation over the past five years. Some of the libraries at the Small Public Library Management Institute also had decreases. Discussion followed. Mrs. Bunner will continue to monitor the situation.

## **7.) Strategic Planning**

Mrs. Duvendack reported on the library's discussions the past year or two in developing a new strategic plan. The board decided to have a strategic planning session in conjunction with the September 17, 2014 board meeting.

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

Mr. Froehling gave the Board a summary of the discussions of the past month. He presented the attached motion to approve the Contingent Fee Agreement with Ted Siedle:

Over the past several months this board, along with representatives from Graham Hospital and Canton Union School District No. 66, have employed counsel (Charles Watkins) and otherwise pursued plans to challenge JPMorgan's performance as Trustee of the Charles Ingersoll Trust.

In April 2014 we became aware of the work that Edward "Ted" Siedle has done respecting JPM and have had discussions relative to his employment on a contingent fee basis. Over the last week or so the Contingent Fee Agreement with Mr. Siedle that we had reviewed earlier came up again, slightly revised, for our approval. Via email of 6/12/14, Mr. Siedle asked that this Agreement be approved as quickly as possible. Our board member (Ralph Froehling) noted on June 13, 2014 that this Agreement had been signed by the hospital and the YMCA (William's Trust) and that it would be helpful if Mr. Siedle had that Agreement approved by us immediately. Kim Bunner signed on 6/13/14. That action is within the scope of past approvals by this board.

Now, therefore, the action of Kim Bunner in signing the Contingent Fee Agreement with Edward "Ted" Siedle on behalf of the Parlin-Ingersoll Library Board be and the same is hereby ratified, approved, and confirmed.

**Approved Motion:** The board voted unanimously to accept the Contingent Fee Agreement with Ted Siedle in the form presented. (Motion: Mr. Froehling; Second: Mr. O'Brien).

The Board continued its discussion of the issues and felt at this time it did not want to engage in national media attention on the matter.

**Adjournment:** The meeting was adjourned at 5:10 p.m. (Motion: Mr. Froehling; Second: Mrs. Freiley).

**NEXT MEETING:** *The Board of Trustees will hold their next meeting Wednesday, July 16, 2014, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

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

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