

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

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

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

**Present:** Pat Carter, Jim Elson, Kim Freiley, Ralph Froehling, Brad O'Brien, Michelle Quinones, and Keely Vollmar

**Absent:** Chris Duvendack and Charlotte Van Sickle

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

**Approved Motion:** Hearing no objections or corrections, the June 18, 2014 minutes were approved as submitted. (Motion: Mrs. Quinones; Second: Mr. Carter)

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

There were no public comments

### **D. Communications**

#### **Non-Resident Library Cards**

Mrs. Bunner received a phone call from Veronda Pitchford of the RAILS library system regarding the library's non-resident fee. We do issue non-resident cards to those residents within Canton school district but outside the city limits at no charge (with the exception of those residents of Dunfermline, who are in the Lewistown library district). Ms. Pitchford felt we should be charging a fee for our non-residents or respond on the RAILS website as not participating in the non-resident program. Ms. Pitchford included Pat Boze of the Illinois State Library in the conversation as well. They both felt it needed to be referred to Lawren Tucker, Deputy Director of the State Library, who will call Mrs. Bunner next week.

#### **FOIA request from openthebooks.com**

Mrs. Bunner reported that the library did receive a FOIA request from openthebooks.com. They requested information on all library vendor bills from 2008-2013. Mrs. Bunner consulted attorney Phil Lenzini before proceeding. Mrs. Massey and Mrs. Bunner spent about 27 hours gathering the information and sent the copies electronically as per the request.

#### **Damaged Library Materials**

Mrs. Bunner reported a patron returned library materials with pages bent and words blackened out. Examples of the expurgated text included the word "God" and swearing dialog. Mrs. Bunner spoke with the adult patron, who admitted altering the material. Mrs. Bunner explained to her that the library is a public library for everyone. She may find material personally offensive, but if so, she can stop reading it. The patron apologized and offered to pay for a replacement. Mrs. Bunner said she would not charge her this time, but she cannot damage

library materials. A few days later the patron sent Mrs. Bunner a written apology and stated was having a replacement copy sent to the library. It has been received.

### **Police incidents**

The police were called to the library to investigate a possible violation of an order of protection. Surveillance cameras were checked and staff interviewed but the officer was unable to verify the complaint. Marijuana was found in a small bag on the floor at the circulation desk, but staff were unable to determine who dropped it. The police confiscated it. Claude Garzee, our lawn mowing contractor, mentioned to Mrs. Bunner that he saw a drug deal occur in the library parking lot. He did not call the police, but Mrs. Bunner told him to report anything suspicious in the future. A library staff member caught a patron stealing a roll of toilet paper in her clothing. When questioned, the patron returned the roll.

### **Director's Activities**

Mrs. Bunner attended the following activities in June: Small Public Library Management Institute (SPLMI) June 1-6; 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.) Review of Closed Session Minutes from January 14, 2014 and January 15, 2014**

The Board felt those minutes should remain closed since the need for confidentiality still exists due to probable litigation. The minutes will be reviewed again in 6 months.

#### **3.) Landscaping Improvements**

Mrs. Bunner discussed the possible removal of two pine trees on the north end of the west parking lot. Mr. Elson said he would contact an arborist for an opinion on the health of the trees and if they are needed to prevent erosion. Mrs. Bunner contacted the City of Canton about a dying maple tree on the parkway on Avenue B. Danny Dare of the City said they would remove the tree free of charge.

#### **4.) Per Capita Grant FY15**

Mrs. Bunner reviewed the requirements for the FY15 Per Capita Grant. The Board discussed the library's current fiscal climate and community needs mentioned in their Environmental Scan last summer. All other requirements have been met with the exception of reviewing Chapter 7 of Serving Our Public 3.0 (2014), which will be reviewed at the August meeting.

## **Circulation Policy Amendment regarding DVDs**

Mrs. Bunner mentioned three policy changes the staff recommended regarding DVDs. First, allow patrons to place holds on DVDs. Second, since we will be withdrawing all videocassettes by the end of the year, increase the number of DVDs a patron can check out at one time from 4 to 7. Third, shorten the length of time items are on the hold shelf from 10 days to 7 days.

**Approved Motion:** The board voted unanimously to accept these changes to the circulation policy. (Motion: Mrs. Quinones; Second: Mr. Elson).

### **5.) Planning and Policy Review Timetable**

Mrs. Bunner will be compiling a timetable for policy reviews. Policies in the next few months include: August—Materials Selection and Collection Development; September—Strategic Planning meeting; October—Circulation policy and possible Interlibrary Loan (if state standards are complete) and Internet Use Agreement; Spring—Personnel policy.

### **6.) Polaris Upgrade**

Mrs. Bunner will be seeking final quotes for the Polaris Upgrade, network equipment, wireless equipment, and replacement PCs in the next few months. The library will be closed on December 9, 10, and 11 for the upgrade and staff training.

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

Mr. Froehling gave the Board a summary of the discussions of the past month. He asked for the approval of the Board to grant Linda Pence permission to use the library name in her complaint she is preparing for another client with concerns regarding their J.P. Morgan investments.

**Approved Motion:** The board voted unanimously to grant Mr. Froehling permission to allow Mrs. Pence to use the library name in her proceedings. (Motion: Mr. Elson; Second: Mr. Carter).

**Adjournment:** The meeting was adjourned at 4:50 p.m. (Motion: Mr. Froehling; Second: Mrs. Freiley).

***NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, Aug. 20, 2014, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

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

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