

Parlin-Ingersoll Public Library Board of Trustees

Minutes for August 20, 2014 Meeting

A.) Call to Order:

Present: Pat Carter, Chris Duvendack, Jim Elson, Ralph Froehling, Michelle Quinones, and Charlotte Van Sickle

Absent: Kim Freiley, Brad O'Brien, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the July 16, 2014 minutes were approved as submitted. (Motion: Mr. Carter; Second: Mrs. Quinones)

C.) Public Comments

There were no public comments

D. Communications

Illinois ePay Credit payments

Mrs. Bunner reported that the Illinois ePay system was now operational. The library can accept payments via credit/debit cards from their website by patrons at home as well as in-house at the circulation desk.

E-Rate Funding

Mrs. Bunner reported the library received a Funding Commitment Decision Letter for funding year 2014 of \$6,185. If all remaining steps fall into place, the library should receive the first reimbursement in January or February 2015 and the second in July or August 2015.

Summer Reading Letter from Catherine Calvert

Mrs. Bunner reviewed the letter Youth Services Librarian, Catherine Calvert, wrote to the Board about the summer reading program.

Hiring of Danielle Jarvis

Mrs. Bunner reported that Danielle Jarvis, who had done a practicum at the library last spring, was hired for a part-time position. However, Ms. Jarvis called Mrs. Bunner today to resign since coursework at Western Illinois University will not allow her to work her scheduled hours.

Friendship Festival

Several staff are volunteering to participate in the Canton Friendship Festival Parade on Saturday, September 20, 2014. They plan to give out coupons that can be redeemed for a free

book at the library. Any unclaimed books will be used as free gifts at Family Read Night in November.

Director's Activities

Mrs. Bunner attended the following activities in July: 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. Van Sickle).

2.) Destruction of Verbal Recording of Director Search Interview

Approved Motion: The board voted unanimously to approve the destruction of the verbal recording of the Director Search interview of January 28, 2013. (Motion: Mr. Elson; Second: Mrs. Quinones)

3.) FY14 Audit and Annual Treasurer's Report

Approved Motion: The board voted unanimously to approve the FY14 audit and Annual Treasurer's Report. (Motion: Mr. Carter; Second: Mr. Elson). A copy of both will be given to Mayor Fritz. A copy of the Annual Treasurer's Report will be filed with the county clerk and published in the local newspaper as required by law.

4.) Review of Ch. 7 of Serving Our Public (2014)

The board reviewed Chapter 7 on collection management as required by the FY15 Per Capita Grant. Several areas of progress were discussed including increases in the budget to allow for electronic formats, incorporating staff training on the technology of downloading books, maintaining 12% of the operating budget for materials, and interlibrary loan. A goal for the next few years is to create a collection management policy addressing the needs of children and young adults as Mrs. Calvert becomes more familiar with our collection.

5. Revisions for the Materials Selection and Collection Development Policies

Mrs. Bunner and the board reviewed the proposed revisions to the following policies: Collection Management and Selection Policy; Adult Fiction Print and Non-Print Materials; Collection Development and Retention Policy; Music and Film Collection Development Policy; Adult Non-Fiction Print and Non-Print Materials Policy; and the Procedures for Handling Complaints About Library Materials.

Approved Motion: The board voted unanimously to accept the recommended changes to these policies. (Motion: Mr. Elson; Second: Mrs. Van Sickle).

5.) Ethostream Quote for Wireless Upgrade

Mrs. Bunner presented a quote to upgrade the wireless system from Ethostream, the current provider. The quote \$2762.00 will be reduced by \$625.00 upon receipt of the existing server.

Approved Motion: The board voted unanimously to accept the Ethostream quote. (Motion Mrs. Van Sickle; Second: Mr. Carter)

6.) Illinois Records Act and Audit

Mrs. Bunner reported that Sandra Lucas from the Illinois State Archives came to conduct an audit of the library files per the Illinois Records Act (5ILCS 160). A final audit will be returned to the library in late September outlining files that must be retained as well as the length of time each must be kept. Request forms for disposal of specific records must be filed and accepted before disposal.

7.) Nonresident Card Issue

The board reviewed the documents provided regarding the issuing of nonresident cards and residency. Mrs. Duvendack appointed a committee to further review this issue. Mrs. Quinones, Mr. Froehling, Mr. Elson, and Mrs. Duvendack will serve on the committee, which hopes to meet along with Mrs. Bunner in September.

8.) Landscaping Discussion

Mr. Elson reported his conversation with an arborist, who recommended removal of the two pine trees on the north end of the west parking lot. Mrs. Bunner will see if the library maintenance man is able to remove those two trees, or if not, seek a quote for removal. Mr. Elson offered to research any legal issues regarding trimming limbs overhanging on the library property.

9.) J.P. Morgan Trust Update

Mr. Froehling and Mrs. Bunner shared recent discussions regarding the trust. The board decided they did not want to make any comments to the press or J.P. Morgan at this time.

Adjournment: The meeting was adjourned at 5:08 p.m. (Motion: Mr. Froehling; Second: Mr. Carter).

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, Sept. 17, 2014, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____