

Parlin-Ingersoll Public Library Board of Trustees

Minutes for Sept. 17, 2014 Meeting

A.) Call to Order:

Present: Chris Duvendack, Jim Elson, Ralph Froehling, Brad O'Brien, and Charlotte Van Sickle

Absent: Pat Carter, Kim Freiley, Michelle Quinones, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the August 20, 2014 minutes were approved as submitted. (Motion: Mrs. Van Sickle; Second: Mr. O'Brien)

Approved Motion: Hearing no objections or corrections, the Sept. 8, 2014 Nonresident Committee Meeting minutes were approved as submitted. (Motion: Mrs. Van Sickle; Second: Mr. O'Brien)

C.) Public Comments

There were no public comments

D. Communications

Hiring of Leslie Postin for Part-time position

Due to college schedule changes two of our current part-time circulation desk clerks could no longer work their Friday hours. Leslie Postin was hired to fill the vacancy.

Illinois ePay Update

Mrs. Bunner reported the library began offering debit/credit payments on August 18th. Approximately \$120 dollars in charges were incurred in August for in-house transactions.

Notification of Upcoming Insurance Audit by Country Financial

Mrs. Bunner received notification from Country Financial that we will have an insurance premium audit in July 2015. It was recommended that certificates of liability be obtained from all independent contractors. Mrs. Bunner sent out 9 letters requesting certificates and has received 6 responses.

Electrical Aggregators

George Hall of DaCott stopped by the library with information on his firm, which is a broker for electricity purchases. The voters in Canton approved the offering of electricity suppliers to the residents several years ago. When a supplier is chosen, a rate is locked in for a specific time

period. If no supplier is selected, Ameren will continue to choose from a variety of companies at variable rates. The library was not included in the city contract due to its amount of usage and remained with Ameren as their supplier. Mrs. Bunner spoke with Kathy Luker, City Treasurer, about the city's experiences and cost savings. Mrs. Luker felt any cost under 5 cents a kilowatt hour was a good rate. Our current Ameren rate is below 5 cents, and after some discussion the Board felt they did not want to make a change at this time.

Director's Activities

Mrs. Bunner attended the following activities in August: Meeting with Illinois State Archives representative, Sandra Lucas, on August 4th; Chamber of Commerce Coffee; Rotary luncheon meetings; WBYS Radio broadcast with Catherine Calvert on August 29th.

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. Froehling; Second: Mr. O'Brien).

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 February 25, 2013. (Motion: Mr. Elson; Second: Mrs. Van Sickle)

3.) 2015 Per Capita Grant Application

Approved Motion: The board voted unanimously to approve the FY15 Per Capita Grant application for submission to the Illinois State Library. (Motion: Mr. O'Brien; Second: Mr. Froehling).

4.) Polaris Upgrade

Mrs. Bunner presented quotes from Polaris Library Systems and Dell for servers, software, and computers as part of the library automation system upgrade in December.

Approved Motion: The board voted unanimously to approve the spending of up to \$60,000 as budgeted for capital improvements on the computer upgrade. (Motion: Mr. O'Brien; Second: Mr. Froehling).

5. Landscaping Work

The Board discussed a memo presented by Jim Elson on behalf of Claude Garzee related to landscaping work at the library. Mrs. Duvendack expressed concern about the uncertainty if Mr. Garzee held liability insurance as well as his suggestion of a rate increase to do trimming. The Board asked Mrs. Bunner to speak with Mr. Garzee and request a copy of his certificate of liability insurance. Since library maintenance man, John Hart, is covered under the library's liability insurance, it was decided to have him remove the two pine trees at the north end of the

west parking lot and remove the brush. Mrs. Bunner will then seek quotes for possible stump removal.

5.) Nonresident Card Issue

A memo outlining the viewpoints of the library's Nonresident Committee as well as those of the RAILS library system and the Illinois State Library had been distributed in the board packets for September. Mr. Froehling and Mrs. Bunner also presented a revision of that memo to be given to the RAILS staff, who will be visiting the library on September 25th. A copy of the Charles D. Ingersoll will and the Board of Trustees By-Laws will be included.

Approved Motion: The board voted unanimously to give the above information representing the viewpoint of the Board to the RAILS staff on their visit. (Motion Mrs. Van Sickle; Second: Mr. O'Brien).

6.) J.P. Morgan Trust Update

Mr. Froehling mentioned his telephone conversations with Ted Seidle regarding J.P. Morgan. Mr. Froehling will share this discussion with his contacts at the Canton Union School District and Graham Hospital.

7.) Strategic Planning

Mrs. Bunner reviewed some of the Canton demographics and library statistics gathered for the strategic plan. There was some discussion regarding the impact of technology and the Canton Union School District's 1:1 initiative. Mrs. Duvendack recommended continuing the strategic planning discussion at the October meeting.

Adjournment: The meeting was adjourned at 5:10 p.m.

NEXT MEETING: *The Board of Trustees will hold their next meeting Wednesday, October 15, 2014, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____