

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

## **Minutes for Oct. 15, 2014 Meeting**

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

**Present:** Pat Carter, Jim Elson, Kim Freiley, Ralph Froehling, Brad O'Brien, Charlotte Van Sickle, and Keely Vollmar

**Absent:** Chris Duvendack and Michelle Quinones

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

**Approved Motion:** Hearing no objections or corrections, the Sept. 17, 2014 minutes were approved as submitted. (Motion: Mr. Elson; Second: Mrs. Van Sickle)

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

There were no public comments

### **D. Communications**

#### **Letter from Shane Coffey**

Mrs. Bunner shared a letter from Shane Coffey. Mr. Coffey used the library extensively as a young man growing up in Canton and has made monthly donations to the library for several years now. In his last letter he commented on the positive impact the library has had on his life.

#### **Illinois ePay Update**

Mrs. Bunner reported the library's income from ePay during August appears as part of the September Income Report to allow for the fee deductions to be reflected in the net total. Income from September amounted to over \$190.

#### **Director's Activities**

Mrs. Bunner attended the following activities in September: Director's Lunch; Nonresident Committee meeting; Canton IH/Museum Meeting; 3<sup>rd</sup> Tuesday Book Club; Chamber of Commerce Coffee; Meeting with RAILS staff at Parlin-Ingersoll Public Library; RAILS East Peoria Open House; 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.) Strategic Plan FY2015-2019

Mrs. Bunner reviewed additional library statistics and comparative library statistics. The Board then discussed the vision statement, mission statement, and values presented in the draft. The individual goals were discussed as well as objectives.

**Approved Motion:** The board voted unanimously to approve the FY2015-2019 Strategic Plan as revised in discussion. (Motion: Mrs. Freiley; Second: Mrs. Van Sickle)

## 3.) Christmas Bonuses and Hours

Mrs. Bunner presented information on staff Christmas bonuses, which had been approved in the FY15 budget. No additional changes were made to the regular holiday hours for the Christmas holidays.

## 4.) Website Redesign Quote

Mrs. Bunner presented information on the quote by Weblinx for a website redesign. Mrs. Bunner had allowed for \$4000 in the FY15 budget for changes. The plan is for an ADA-compliant, responsive web design focusing on three main areas: events/calendar, library catalog, and hours. To keep costs lower, the staff will be trained to add additional items themselves. The tentative quote might run a bit over as it is finalized.

**Approved Motion:** The board voted unanimously to approve the spending of up to \$4500 for the website redesign. (Motion: Mrs. Van Sickle; Second: Mrs. Vollmar).

## 5. Nonresident Card Issues

Copies of the Charles D. Ingersoll will and the Board of Trustees By-Laws had been sent upon request to Anne Craig, Director of the Illinois State Library. Ms. Craig and Deputy Director, Lawren Tucker, would like to meet to discuss the issue. Pending final confirmation, a tentative date of Nov. 19<sup>th</sup> at 10:00 a.m. in Canton has been chosen for a meeting with Mrs. Duvendack, Mr. Froehling, and Mrs. Bunner.

## 5.) J.P. Morgan Trust Update

Mr. Froehling is considering the sending of a letter to J.P. Morgan regarding the investments. More information will follow.

**Adjournment:** The meeting was adjourned at 5:00 p.m.

**NEXT MEETING:** *The Board of Trustees will hold their next meeting Wednesday, November 19, 2014, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

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

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