

Parlin-Ingersoll Public Library Board of Trustees

Minutes for November 19, 2014 Meeting

A.) Call to Order:

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

Absent: Pat Carter and Kim Freiley

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the Oct. 15, 2014 minutes were approved as submitted. (Motion: Mr. O'Brien; Second: Mr. Elson)

C.) Public Comments

There were no public comments

D. Communications

Bedbugs

Mrs. Bunner reported she authorized American Pest Control to treat the library for bedbugs after staff twice found a live bug in the library. The total cost of the three-time treatment is \$1350. American Pest employee, Phil Gregory, did not see evidence of a heavy infestation when he sprayed.

Illinois Library Association Conference

Mrs. Bunner thanked the Board on behalf of Catherine Calvert and herself for the opportunity to attend ILA in October. They both attended many interesting and valuable sessions as well as met with colleagues.

Meeting with Bill Phillips

Mrs. Bunner has an appointment on Friday with Bill Phillips to do a walk-through of the library facility to determine any immediate or upcoming capital repairs that might be worth anticipating in the future.

Director's Activities in October

Mrs. Bunner attended the following activities in October: Director's Lunch; Rotary work on Little Free Libraries; Rotary luncheon meetings; Illinois Library Association Conference; 3rd Tuesday Book Club Discussion; Chamber of Commerce Coffee; Speaker at Spoon River Retirement Institute; Meeting with City Clerk Diana Pavley-Rock to discuss Health Insurance plan

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: Mrs. Quinones; Second: Mr. O'Brien).

2.) Internet and Computer Use Policy

Approved Motion: The board voted unanimously to approve the revised Internet and Computer Use Policy. (Motion: Mr. O'Brien; Second: Mrs. Van Sickle)

3.) Fiscal Year 2014 Checked Out and Unreturned Items

Mrs. Bunner presented the final figures on the checked out and unreturned items for fiscal year 2014. While slightly up from the previous fiscal year, the totals are still less than 1% of our circulation. In addition, the list does also include some items for which patrons have paid so the total losses are not actually as high as listed.

4.) Weblinx Website Design

Mrs. Bunner shared the website design chosen by the library's social media team. In addition, Media309 will no longer host websites or e-mail accounts in the near future. Weblinx will be able to take over those functions as well. A total of \$385 was budgeted for hosting and website updates by Media309. The total annual cost for Weblinx will be \$413 and includes unlimited updates.

5. Nonresident Card Issues

Mrs. Duvendack reported on the meeting Mr. Froehling, Mrs. Bunner, and she had with Anne Craig and Lawren Tucker of the Illinois State Library. Mr. Froehling outlined the history and intent of the Ingersoll Trusts. Mr. Tucker and Ms. Craig spoke of the current legal rules regarding non-resident fees. Mrs. Duvendack noted the economic climate of our area and the importance the trust funds have had in our community. After discussion of various options suggested during the meeting, the Board felt the best choice for our library would be the State Library's option of using the yearly equalized assessed valuation of the city of Canton multiplied by the minimum tax rate allowed for taxing libraries (.0013) as an alternative option for an endowed library with no property tax income. In following the recommended General Mathematical formula (Illinois Administrative Rules Title 23, Section 3050.60) the resulting figure is then divided by the current population and multiplied by the average household size to obtain the charge for a household non-resident fee. This fee would be calculated each year based on current figures. In our case the current charge would be \$24.67 per household. The library would then multiply that cost by the current number of non-resident household cards to arrive at a yearly cost:

$\$122,398,556$ (Canton 2013 EAV) x .0013 (the minimum legal tax rate of a library) =
 $\$159,118.12$

$\$159,118.12 \div 14,704$ (Canton population) = \$10.82 per person

\$10.82 per person x 2.28 (2010 Census average household size in Canton) =\$24.67

They then suggested we multiply \$24.67 by the number of households in Canton School District to which we currently have issued non-resident cards. The current count is 808 households (1506 total cards).

\$24.67 x 808 = \$19,933.36

The Board could then have the trust cover the cost of these non-residents' fees so as not to incur a charge to these users.

Approved Motion: The board voted unanimously to approve the suggested formula and to have Mrs. Bunner send a letter in writing to Anne Craig at the State Library confirming this decision. (Motion: Mr. Elson; Second: Mrs. Quinones)

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

Mr. Froehling reviewed recent discussions regarding the Ingersoll Trusts.

Approved Motion: Mr. Froehling moved, seconded by Mrs. Van Sickle that the board authorize the disbursement of up to \$15,000 to hire Ted Seidle to do an investigative review. (Ayes: Duvendack, Froehling, O'Brien, Quinones, Van Sickle, and Vollmar; Nays: Elson)

Discussion arose concerning contacting legislators about creating legislation allowing the beneficiaries of charitable trusts to select a new trustee upon a transition from a former trustee. Mr. Elson offered to contact Sen. Dave Koehler, Rep. Michael Unes, and Rep. Jack Franks.

Approved Motion: The board voted unanimously to approve Mr. Elson making these contacts. (Motion: Mr. Elson; Second: Mr. O'Brien)

Adjournment: The meeting was adjourned at 4:35 p.m. (Motion: Mr. Froehling; Second: Mrs. Van Sickle.)

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

Attest: _____
Secretary

Date: _____