

Parlin-Ingersoll Public Library Board of Trustees

Minutes for January 21, 2015 Meeting

A.) Call to Order:

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

Absent: Kim Freiley, Brad O'Brien

B.) Approval of Previous Minutes:

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

C.) Public Comments

There were no public comments.

D. Communications

Letter from Hocker, Fitzjarrald & Richardson

Mrs. Bunner received a letter from Hocker, Fitzjarrald & Richardson stating their audit work had been acquired by a larger CPA firm, RZ and Associates, under John Frey at a new office at 764 East Chestnut. The Board suggested seeking quotes before the next audit in June/July.

Per Capita Grant FY2015

Mrs. Bunner shared a letter from State Librarian, Jesse White, stating the library had been awarded \$18,380 in Per Capita Grant funds. Last year the disbursement arrived in late May or early June.

eRate Application for Funding Year 2015

Mrs. Bunner reported she has filed the Form 470, the first in the series of e-rate forms. Funding will be changing this year as the Universal Service Administration Company (USAC) Schools and Libraries Division will be phasing out e-rate funds for voice services by 20% each year until it is eliminated. Our local voice service and long distance services will only be eligible for 60% e-rate funds this round while the T-1 connection and the Comcast cable connection will be eligible for 80%. When voice lines are no longer eligible for e-rate discounts, we will need to negotiate rates directly with the vendor through a contract. We will also need to re-visit our needs when the existing contract on the T-1 expires in 2017. Thus far, it has been worth the effort as we were approved for over \$6000 for funding year 2014.

Annual Library Certification for System Membership

Mrs. Bunner filed the online certification forms for RAILS System Membership.

Fulton County Property Tax Exemption Letters/Statements of Economic Interest

Mrs. Bunner reported she filed the Property Tax Exemption Letters with Fulton County and sent addresses for board and staff who will need to file Statements of Economic Interest in the May.

Director's Activities in December

Mrs. Bunner attended the following activities in December: Meetings related to the Ingersoll Trust; Staff training on December 11, 2014; IMRF meeting at the City; 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. Elson; Second: Mr. Carter).

2.) Review Closed Session Minutes from Jan. 14, 2014 and Jan. 15, 2014

Approved Motion: The board voted unanimously that the minutes from the January 14, 2014 and January 15, 2014 closed sessions remain closed as a need for confidentiality still existed due to probable litigation. (Motion: Mr. Froehling; Second: Mrs. Van Sickle)

3.) Report from Bill Phillips on Building Maintenance

The board reviewed the long range maintenance report prepared by architect, Bill Phillips. Of immediate concern are the replacement on the 1991 roof and some repair work of the 1994 roof, which will need full replacement in 3-5 years. Other items mentioned for consideration included replacing some door handles to meet accessibility standards, paving work, masonry work, and security camera upgrades.

Approved Motion: The board voted to move forward with Phillips and Associates to prepare bid specifications for replacement of the 1991 roof and repair of the 1994 roof. (Motion: Mr. Elson; Second: Mr. Carter)

4.) J.P. Morgan Trust Update

Mrs. Bunner and Mr. Froehling reported on several meetings with recipients of the Charles D. Ingersoll Trust and William P. Ingersoll Trust about the poor returns of both trusts. A report compiled by Dr. William Buckley analyzing the performance of both trusts was also presented. A meeting with J.P. Morgan will be held at Graham Hospital Board Room on Friday, January 23, 2015. Discussion followed.

Approved Motion: The board voted unanimously to ask J.P. Morgan to resign. (Motion: Mr. Carter; Second: Mrs. Van Sickle).

5.) Salary Comparison Information

Mrs. Bunner distributed salary comparison information to the Board for discussion at the February 18, 2015 meeting. Data from two comparison groups was gathered for three salary categories. In addition, a draft salary budget was presented reflecting the effects of an increase in minimum wage and increases in health insurance. Other FY16 budget documents will be presented for discussion at the February meeting.

Adjournment: The meeting was adjourned at 4:55 p.m. (Motion: Mr. Elson; Second: Mrs. Quinones).

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, February 18, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____