

Parlin-Ingersoll Public Library Board of Trustees

Minutes for February 18, 2015 Meeting

A.) Call to Order:

Present: Pat Carter, Chris Duvendack, Jim Elson, Kim Freiley, Ralph Froehling, Brad O'Brien, and Keely Vollmar

Absent: Michelle Quinones, Charlotte Van Sickle

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the January 21, 2015 minutes were approved as submitted. (Motion: Mr. Carter; Second: Mrs. Vollmar)

C.) Public Comments

There were no public comments.

D. Communications

Phone Call from Lawren Tucker

Mrs. Bunner received a phone call from Lawren Tucker, Deputy Director of the Illinois State Library. He was revising the wording of the administrative rules to reflect endowed libraries. He asked Mrs. Bunner if we had a written agreement with the City of Canton. She told him she was not aware of one, but did see in the minutes that the City did tax on behalf of the library prior to the receipt of the Ingersoll Trust monies around 1958. He was clarifying the language and said not to worry.

New Website

Mrs. Bunner reported the new website went live on January 31, 2015 and staff had received positive comments.

Director's Activities in January

Mrs. Bunner attended the following activities in January: Meetings related to the Ingersoll Trust; Meeting with Bill Phillips regarding the building needs; 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 with a correction in the percentage change in the Adult Print Collection subtotal. (Motion: Mr. Carter; Second: Mrs. Freiley).

2.) Update from Bill Phillips on Building Maintenance

Mr. Phillips called to say the bids on the roofing project will be prepared in August or September since many contractors will be busy doing work on schools over the summer months. He did contact Advanced Tree Service, who will trim the tree branches away from the southwest corner of the library roof. Mr. Phillips will give us his quote in the next day or two. The cost should be under \$500.

3.) Quote for the Windsor Carpet Extractor

Mrs. Bunner met with Rick Mayhew, custodian for Canton Union School District 66, regarding carpet cleaners used by the district. Architect Bill Phillips and Dennis Crawford both said the schools have the same brand carpet as the library, and the school district had success in cleaning the carpet themselves. Mr. Mayhew purchased a Windsor Admiral 8 carpet extractor from Chris Rodeghiero of AmSan in Peoria. Mr. Rodeghiero quoted \$2363.73 for the extractor plus \$150.13 for the hand tool to do upholstery (\$2513.86 total). The price quoted requires joining the U.S. Communities program, which involves no fees or obligations. Mrs. Bunner contacted the school district and park district, who both belong to the program, as well as several libraries. There were no major complaints

Approved Motion: The board voted unanimously to purchase the carpet extractor from AmSan for \$2513.86. (Motion: Mr. Carter; Second: Mr. Elson).

4.) AWE Early Literacy Station

The AWE Early Literacy Station is a computer workstation complete with 70+ educational programs for ages 2-8. Mrs. Bunner thought it would be a nice replacement for the Windows 98 machine in the children's room. The complete cost for the station and headphone accessories is \$3243 for 3 years of updates and warranty coverage. There is a current sale reducing the price by \$300 to \$2943. We had budgeted \$6500 for replacement PCs in FY15 and could spend a portion of those monies on the AWE Early Literacy Station.

Approved Motion: The board voted unanimously to purchase the AWE Early Literacy Station for \$2943. (Motion: Mr. Froehling; Second: Mrs. Vollmar).

5.) Auditing Firms

After some discussion, the Board requested Mrs. Bunner seek quotes from some selected auditing firms for the library's audit in July. Mrs. Bunner will contact those firms to see if they are interested in submitting quotes by the April Board meeting.

6.) E-Rate contracts

Mrs. Bunner submitted the e-Rate Form 470 for quotes for voice and internet services. She received one outside quote and per USAC guidelines can contact the library’s current providers for a quote for comparison. AT&T submitted a quote for a 1-year contract for local voice service. This contract, which would commence July 1, 2015, is for a monthly line charge of \$35.00. We are currently paying \$55.00. Using the bid evaluation matrix the AT&T bid for local voice service would be awarded the contract. AT&T also was the top choice in the bid evaluation for long distance service. The T-1 line is under an existing contract and not up for bid. In addition, Mrs. Bunner is waiting for a comparison bid from Comcast. If this bid is the successful bid, Mrs. Bunner would like approval to accept it as well to proceed with the filing of the Form 471.

Approved Motion: The board voted unanimously to approve the 1 year contract from AT&T for local voice service as well one for Comcast if it should be the successful bid. (Motion: Mr. O’Brien; Second: Mr. Froehling).

7.) Preliminary Budget Drafts and Salary Comparisons

Mrs. Bunner presented preliminary FY16 budget drafts for discussion at the next several meetings.

8.) J.P. Morgan Trust Update

Mrs. Bunner and Mr. Froehling shared information on the Ingersoll Trust discussions and the upcoming meeting with J.P. Morgan representatives on Feb. 19, 2015.

Adjournment: The meeting was adjourned at 4:50 p.m. (Motion: Mr. O’Brien; Second: Mr. Froehling).

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

Attest: _____
Secretary

Date: _____