

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

## **Minutes for May 27, 2015 Meeting**

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

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

**Absent:** Kim Freiley

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

**Approved Motion:** Hearing no objections or corrections, the April 15, 2015 minutes and the Special Meeting minutes from April 28, 2015, May 18, 2015, and May 19, 2015 were approved as submitted. (Motion: Mr. O'Brien; Second: Mr. Elson)

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

There were no public comments.

### **D. Communications**

#### **Country Financial Insurance Agent Change**

Mrs. Bunner reported John Denny, the library insurance agent with Country Financial, is no longer with the company. A new agent has not yet been assigned. The annual insurance renewal arrived in May. The property/casualty and the fidelity bond costs rose 7.2% and 7.4% respectively. Worker's compensation remained about the same. Directors and Officers Liability insurance was locked in for three years so remained the same.

#### **Tree Trimming**

Bill Phillips recommended Advanced Tree Service to trim the branches of the clump birch on the southwest corner of the library in anticipation of the replacement roofing work in the fall. Jim Pierson did a nice job trimming clear of the roof area but still maintaining the structure of the tree.

#### **Maintenance Position Update**

Alan Moll has been hired as our new Maintenance worker. He has been working with the U.S. Postal Service and will retire from there on May 29. He will begin a regular schedule of 20 hours per week for the library starting June 1, 2015. Throughout the month of May Alan has been assisting us by working various hours in the library as his schedule permitted.

#### **Summer Reading Update**

Summer reading registration began May 18, 2015. We had over 180 students register in the first few days. Some events and story times require registration due to supply needs or performer

requests, and these did fill up quickly. However, our program does offer events such as craft time and movies that require no advanced registration. This year's theme is Read to the Rhythm.

### **Director's Activities in April**

Director activities in April: WBYS Radio on 4/10; Meetings related to the Ingersoll Trust; Director's Lunch; Health Insurance Committee meetings; City Council meeting regarding health insurance; Chamber of Commerce Coffee; Chamber Lunch Hours on John C. Maxwell's Person of Influence; Community Work Day volunteer for Rotary; 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. Quinones).

#### **2.) FY16 Budget**

The Board reviewed items on the FY16 Budget. Mrs. Duvendack explained some future options discussed at the Finance Committee regarding salaries. Mrs. Bunner had included an estimate of \$4000 for a new copy machine in the capital expenditures. Yesterday a salesman provided a quote of approximately \$6300-\$7100 depending on features. While Mrs. Bunner will provide additional quotes in the future, this line item will likely be higher.

**Approved Motion:** The board voted unanimously to approve the FY16 Budget (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

#### **3.) Personnel Policy**

Mrs. Bunner had asked Mrs. Duvendack to review initial changes to the personnel policy prior to presenting this draft to the full board. Many additions and updates incorporated changes issued in past memoranda and implemented in past practices. New items include the requirement of background checks for new employees, additional flexibility in scheduling vacation and sick time, clarification of time off taken on the shortened day of December 31<sup>st</sup>, the addition of health insurance for those 30+ weekly hours per the Affordable Care Act, and elimination of extending health care coverage during the second six months of disability.

**Approved Motion:** The board voted unanimously to approve the Personnel Policy (Motion: Mr. O'Brien; Second: Mr. Elson).

#### **4.) Identity Protection Policy**

This policy was recommended in 2010 for libraries to include in their policy manuals. It is to provide protection for unauthorized disclosure of social security numbers. It specifies the library will only ask for a person's social security number for payroll purposes including state and federal withholding, enrollment in IMRF, and for background checks done on contingency for employment.

**Approved Motion:** The board voted unanimously to approve the Identity Protection Policy (Motion: Mr. Carter; Second: Mrs. Van Sickle).

#### **5.) Interlibrary Loan Policy**

Our interlibrary loan policy was last updated in 2008. In 2014 the Illinois State Library revised the ILLINET Interlibrary Loan Code, which is an adjunct to our document. The Illinois State Library is heavily emphasizing resource sharing in future Per Capita Grant requirements. This revision reflects a broadening of our policies in that area. Major changes include lending new items as soon as 6 months after acquisition instead of 9-12 months, extending the checkout length on interlibrary loan items to ease staff burden on the number of renewal requests, increasing the number of requests a patron may initiate at one time from 3 to 5, and increasing the number of free photocopies provided per request.

**Approved Motion:** The board voted unanimously to approve the Interlibrary Loan Policy (Motion: Mrs. Quinones; Second: Mr. O'Brien).

#### **6.) Notary Public Service Policy**

The library's Strategic Plan included adding notary public service. Three staff members have received their notary certifications, stamps, and logs. After checking the policies of other libraries offering notary services, Mrs. Bunner developed this policy.

**Approved Motion:** The board voted unanimously to approve the Notary Public Service Policy (Motion: Mrs. Vollmar; Second: Mrs. Quinones).

#### **7.) Circulation Policy Restriction on Household DVDs**

The library's current policy limits the number of DVDs checked out to 7 per household. Staff have had several cases of individual adults living in the same quarters each wanting their own 7 items for viewing. It can be difficult to identify people living in the same household when names may vary and when they may visit the library at different times. There have been several patron inquiries about this policy so Mrs. Bunner felt it should be revisited for discussion. The library policy does also include a provision for household blocks of all individuals at the same address with large fines. Upon asking other area library directors about their policies, Mrs. Bunner had several question the legality of blocking others. The others limit checkouts by individual cardholders not by households and only block individuals. Mrs. Bunner consulted with attorney Phil Lenzini. Mr. Lenzini noted the statute states the Board has a legal right to adopt rules and regulations to render the use of the library for the greatest benefit to the greatest number of residents. He felt these restrictions on checkout limits and household blocks were within the rights of the Board. After some discussion, the Board felt it would retain the household limit and continue to implement the household block but would give the Director and authorized staff the ability to override in cases they felt were warranted.

**8.) J. P. Morgan / Charles D. Ingersoll Trust Update**

Mrs. Duvendack gave a brief review of the meeting May 19, 2015 with the successor trustee candidates for the Charles D. Ingersoll Trust. Bob Senneff of Graham Hospital had suggested each of the beneficiaries come back to the group with their top three choices. The Board discussed the strengths and weaknesses of the presenters. The five members of the library board who attended the presentations individually had chosen their top selections, and all were in agreement their first choice would be MidAmerica National Bank with Commerce Bank as a second choice. No one felt it necessary to choose a third candidate. A meeting with Bob Senneff and Eric Franz of Graham Hospital, Roy Webb of Canton Union School District 66, Chris Duvendack, Ralph Froehling, and Kim Bunner will be held on Friday, May 29, 2015 at 3 p.m. to discuss the selection of the successor trustee, the release document for J. P. Morgan, the investment policy/ asset allocations, and further contact with attorney Bill Tracy.

**Approved Motion:** The board voted to select MidAmerica National Bank as their first choice as successor trustee to J.P. Morgan for the Charles D. Ingersoll Trust. (Motion: Mr. Carter; Second: Mr. O'Brien; Ayes: Carter, Duvendack, Froehling, O'Brien, Quinones, Van Sickle, Vollmar. Abstain: Elson).

**9.) Board of Trustees Re-appointment**

**Approved Motion:** The board voted unanimously to accept the mayor appointments of Board members Kim Freiley, Brad O'Brien, and Keely Vollmar (Motion: Mrs. Van Sickle; Second: Mrs. Quinones).

**10.) Board Annual Re-organization**

Current officers are Chris Duvendack, President, Brad O'Brien, Vice-President, Michelle Quinones, Secretary, and Jim Elson, Treasurer.

**Approved Motion:** The board voted unanimously to approve the existing slate of officers for another term. (Motion: Mr. Carter; Second: Mr. Elson).

**Adjournment:** The meeting was adjourned at 5:05 p.m.

***NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, June 17, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

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

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