

Parlin-Ingersoll Public Library Board of Trustees

Minutes for June 17, 2015 Meeting

A.) Call to Order:

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

Absent: Chris Duvendack, Jim Elson, Michelle Quinones

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the May 27, 2015 minutes were approved as submitted. (Motion: Mrs. Van Sickle; Second: Mr. Carter)

C.) Public Comments

There were no public comments.

D. Communications

Shirley Strode Memorials

Mrs. Bunner reported the library has received over \$900 in donations in the memory of Shirley Strode.

Dead Files Television Show

Mrs. Bunner met with Jeremy Cook, the producer of the Dead Files television show on Monday, June 8th. While Mr. Cook initially thought he would film some scenes at the library, his assistant later called and cancelled filming at the library.

Insect Infestation

Mrs. Bunner reported that several bug infested books were returned in the inside bookdrop at the circulation desk last Saturday. While the library has preventative spraying done for roaches and bedbugs, American Pest did come out and spray the circulation desk area again. The patron has been charged for the damaged items per policy.

Crack in the Window

Mrs. Bunner reported a crack in a window in the children's area. It appears to be from a rock thrown up from mowing or trimming. It only penetrated the outer window, not the inside window of the double pane. Mrs. Bunner will watch to see if the crack spreads further.

Weeding of Reference and Archives

The reference and archives collections have been weeded and will be shifted to eliminate two rows of shelving. Once the shelving is removed staff will assess the extra space for the possible

purchase of additional tables and chairs. The additional seating would be of use by patrons using the library's wi-fi network as well as studying and tutoring. Mrs. Bunner will present more pricing information at a later date.

Director's Activities in May

Director activities in May: City Health Insurance Meeting; City Council Meeting for mayoral approval of library trustees; Social Security Seminar sponsored by City of Canton; Retirement reception for Dave Haynes, MidAmerica National Bank; Meetings regarding the Charles D. Ingersoll Trust; Successor Trustee Interviews for Charles D. Ingersoll Trust; 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. (Motion: Mr. Carter; Second: Mrs. Freiley).

2.) Nonresident Cards and Fees

As required by RAILS and the Illinois State Library, the Board must annually approve the acceptance of non-resident cards as well as list the fee charged for non-resident cards. Last November Anne Craig, Director of the Illinois State Library, accepted our using Charles D. Ingersoll Trust funds to pay the non-resident fees for those patrons living outside the City of Canton, but within Canton School District. The accepted formula for calculating a fee is as follows:

Equalized assessed valuation of the City of Canton (\$123,495,746 for 2014)
x .0013 (minimum library tax rate)=\$160,544.47
\$160,544.47 ÷ 14,704 (2010 Canton population) = \$10.92 per person
\$10.92 x 2.28 (average household size per 2010 Census) = \$24.90

1528 non-resident cardholders represent 813 households
813 x \$24.90= \$20,243.70

Approved Motion: The board voted unanimously to approve participation in the nonresident fee program this year and to have the costs taken from the Charles D. Ingersoll Trust funds. (Motion: Mrs. Van Sickle; Second: Mrs. Vollmar).

3.) Annual Report for FY15

Mrs. Bunner presented the library's annual report for FY15. Circulation increased slightly at 1.1%. The library upgraded its library automation system, redesigned its website, and introduced credit/debit payments. This report is required within 60 days of the close of the fiscal year, and a copy will be provided to the mayor.

Approved Motion: The board voted unanimously to approve the FY15 Annual Report (Motion: Mr. Froehling; Second: Mrs. Freiley).

4.) Illinois Public Library Annual Report (IPLAR) FY15

Mrs. Bunner presented a draft of the online report to submit to the Illinois State Library. This report is required for all Per Capita Grant applications, and the data provides useful comparative statistics on usage, salaries, holdings, and more. Mrs. Bunner will submit the report, and a certification page with signatures from the board president and secretary will be sent to the Illinois State Library.

Approved Motion: The board voted unanimously to approve the submission of the FY 15 IPLAR report (Motion: Mr. Froehling; Second: Mr. Carter).

5.) Prevailing Wage

Mrs. Bunner received the annual prevailing wage documents prepared by attorney Phil Lenzini. There are three copies: one for posting within the library, one to send to the Illinois Department of Labor, and one for the library files. In addition, a legal notice will be published in the Canton Daily Ledger and notification will be made to appropriate contractors.

Approved Motion: The board voted unanimously to adopt the prevailing wage ordinance as prepared by attorney Lenzini. (Motion: Mrs. Freiley; Second: Mrs. Vollmar).

6.) Code of Conduct Policy

Mrs. Bunner presented an updated version of the Code of Conduct Policy and the shortened one-page version used for posting in-house.

Approved Motion: The board voted unanimously to approve the revised Code of Conduct Policy (Motion: Mrs. Van Sickle; Second: Mr. Carter).

7.) Charles D. Ingersoll Trust Update

Bob Senneff, Eric Franz, Roy Webb, Ralph Froehling, and Kim Bunner met with representatives of the MidAmerica National Bank on Monday, June 15th, to discuss some suggested changes to the proposed investment policy for the Charles D. Ingersoll Trust. Beth Westen, Vice President/Trust & Wealth Management Department Manager, will be sending a revision to the group with the discussed changes.

A proposed revision of the J. P. Morgan release is being reviewed by attorney Bill Tracy. The revision includes a statement about excluding any and all recoveries that may be due the trust through settlement/judgment with/against J. P. Morgan for current, ongoing, and future SEC, CFTC and/or OCC investigations.

Since some decisions on these matters may be needed in a timely manner, the Board decided to authorize the Finance Committee (Carter, Elson, and Froehling) along with the President (Duvendack) or Vice-President (O'Brien) to make any final decisions on these revisions. Mrs. Bunner noted that 48-hour notice must be given of any special meetings of the group in accordance with the Open Meetings Act.

Approved Motion: The board voted unanimously to authorize the Finance Committee along with the President or Vice-President to make any final decisions on the revisions to these documents (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

Mr. Froehling also noted that the group should have attorney Bill Tracy draw up a supplemental document that gives a majority of the beneficiaries the power of removal without cause.

Adjournment: The meeting was adjourned at 4:35 p.m.

NEXT MEETING: *The Board of Trustees will hold their next meeting Wednesday, July 15, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____