

Parlin-Ingersoll Public Library Board of Trustees

Minutes for July 15, 2015 Meeting

A.) Call to Order:

Present: Pat Carter, Jim Elson, Kim Freiley, Ralph Froehling, Brad O'Brien, Michelle Quinones, Charlotte Van Sickel, and Keely Vollmar.

Absent: Chris Duvendack

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the June 17, 2015 minutes were approved as submitted. (Motion: Mr. Elson; Second: Mrs. Van Sickel)

Approved Motion: After reviewing the closed session minutes from Jan. 14, 2014 and Jan. 15, 2014, the board felt these should remain closed due to possible litigation (5 ILCS 120/2-11). (Motion: Mr. Elson; Second: Mr. Carter)

C.) Public Comments

Bob Grove donated a copy of his book, Recall : How to Reform Congress, to the library several months ago. Mrs. Bunner had decided not to add the item to the collection, and Mr. Grove wanted to speak to the Board. He addressed the Board about his book, his beliefs, and his desire the library accept his donation.

D. Communications

Death of Gerald Postin

Mrs. Bunner reported the husband of staff member, Leslie Postin, died yesterday. A food tray was sent to the house on behalf of the board and staff.

Director's Activities in June

Director activities in June: Ingersoll Trust Meetings, RAILS Member Meeting, Retirement Open House for Janice Sherman of Morton Public Library, Open House for Macomb Public Library new addition, Brimfield Public Library program preview, 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 to the income report noting the correct expenses. (Motion: Mr. Carter; Second: Mrs. Van Sickel).

2.) Book Donation Denial

After discussion the board decided to add Mr. Grove's book, Recall : How to Reform Congress to the collection. Board President, Chris Duvendack, will send a letter to Mr. Grove explaining their decision.

3.) Property at 220 W. Locust

The Board had been approached by Dennis and Elizabeth Martindale about having egress from a new garage onto the library's driveway off Locust Street. They also inquired if the library had a survey of the property line. Mrs. Bunner had heard from several board members, who did not want the egress granted. In addition, no survey had been done. Mrs. Bunner notified the Martindale's the board declined their request for the egress, and any future surveys would be at the Martindale's expense. While they initially asked about the board meeting times, no one came to address the board at the meeting.

4.) Reference Area Tables

The reference and archives area had been weeded of outdated materials. The empty shelving has been removed, and staff were considering adding seating for two tables and four chairs. Mrs. Bunner presented a quote from one vendor, but the Board did not want the added expense at this time.

5.) Policy Updates

The Illinois Library Association standards recommend most library policies be reviewed a minimum of every 2-3 years. Mrs. Bunner would like to have all policies updated by the end of 2015. Mrs. Bunner presented and explained updates to the following policies: Reference and Reader's Advisory Policy, Immigration Compliance Policy, Ethics Statement for Public Library Trustees, Code of Ethics of the American Library Association, Freedom of Information Act Document, Display Space Policy, Blood Borne Pathogens Policy, Drug and Alcohol Free Library Policy and Notice, and the Disposal of Surplus Library Materials Policy.

Approved Motion: The board voted unanimously to accept the revisions to the above policies. (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

6.) Charles D. Ingersoll Trust Update

The Board discussed the revised Investment Policy written by Beth Westen of MidAmerica National Bank.

Approved Motion: The board voted unanimously to approve the revision prepared by Beth Westen (Motion: Mr. Froehling; Second: Mr. Elson).

Mrs. Bunner will share the board's decision with Bob Senneff of Graham Hospital and Roy Webb of Canton Union School District 66. In addition she will also notify attorney Bill Tracy of the decision and request an update on the resignation release sent to J. P. Morgan on June 23, 2015.

7.) Staff Resignations

Mrs. Bunner reported that two employees, Rachel and Emily Henderson, resigned. A letter from Emily Henderson was also shared with the Board. Both women stated they were leaving employment due to the number of insect infested materials returned to the library. Mrs. Bunner also received a phone call from a concerned patron. The library is treated monthly for ants, roaches, and spiders, as well as three times a year for bed bugs. Mrs. Bunner reviewed the library's procedures for return of items, charges for damages, and suspension of privileges.

Several additional options were discussed. One included the closure of both the internal and external bookdrops to require all returns be made to a staff member at the circulation desk to better identify the origin of an infestation. Also, anyone who can be definitively identified as returning infested items will be notified of their suspension until proof of treatment from a professional exterminator is received or be suspended for at least 6 months before borrowing privileges may be restored. In addition, the following notice will be placed at the circulation desk, on the library's website, and on the library's Facebook page:

The library is treated regularly by a professional exterminator for ants, roaches, spiders, and bed bugs. Staff are trained to screen all items returned and place any suspected items in plastic zip-top bags. Charges for damaged items and suspension of library privileges may be enforced per policy. If you have further concerns, ask staff for a handout or to speak to the Director.

The Board suggested Mrs. Bunner seek staff input and then follow through with any or all of the above suggestions.

Adjournment: The meeting was adjourned at 5:30 p.m.

**NEXT MEETING: The Board of Trustees will hold their next meeting
Wednesday, August 19, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library
Board Room.**

Attest: _____
Secretary

Date: _____