

Parlin-Ingersoll Public Library Board of Trustees

Minutes for Aug. 19, 2015 Meeting

A.) Call to Order:

Present: Pat Carter, Chris Duvendack, Ralph Froehling, Michelle Quinones, and Keely Vollmar.

Absent: Jim Elson, Kim Freiley, Brad O'Brien, and Charlotte Van Sickle

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the July 15, 2015 minutes were approved as submitted. (Motion: Mr. Carter; Second: Mrs. Quinones)

Approved Motion: Hearing no objections or corrections, the minutes from the Aug. 11, 2015 Special Meeting were approved as submitted. (Motion: Mrs. Vollmar; Second: Mr. Carter)

C.) Public Comments

There were no public comments.

D. Communications

Update on Insect/Bed Bug Incidents

The staff have been very conscientious in explaining to patrons that the library itself does not have bed bugs. They explain that staff are taking extra precautions to check all returns as some items have been returned with insects, particularly cockroaches and bed bugs. As per the Board's discussion at last month's meeting, when staff can definitively determine the household from which infested items are returned, library privileges will be suspended until proof of treatment by a professional exterminator is shown. To date a total of 7 suspensions of library use have been made. In some cases additional charges were made when the items could no longer be circulated to others.

About 85% of our regular customers were understanding and thankful the staff were taking such careful precautions in checking materials. However, there have also been some nasty remarks as well as people who have said they will no longer use the library. It has been a very stressful time for staff on many levels. Discussion ensued, and the Board asked Mrs. Bunner to contact attorney Phil Lenzini with additional questions.

Approved Motion: The Board voted unanimously to give Mrs. Bunner discretion in handling any costs involved in treatment deemed appropriate in cases involving staff homes should the need arise. (Motion: Mr. Froehling; Second: Mrs. Quinones.)

Audit Update

Mrs. Bunner reported that Lori Salmi of Phillips, Salmi & Associates, LLC has been at the library gathering information for the FY15 audit. She will attend the September 16, 2015 meeting to present her report.

Staffing Changes

Mrs. Bunner reported that Leslie Postin and Sarah Linder have increased their hours due to staff vacancies. Tricia Diers has been hired as a Public Service Desk Page on Saturdays. Interviews are being held for a traditional shelving page position.

eRate Awards

Mrs. Bunner reported that the library received two checks totaling \$2,962.70 for the final payments of eRate funding year 2014. In addition she received a funding notification letter for 2015 for \$5,686.86.

City of Canton Health Insurance

Mrs. Bunner reported that a meeting of the City of Canton Health Insurance Committee was held on August 5, 2015. The group is investigating cost saving options including the use of consultants, agents, and brokers as well as high deductible plans. Additional IRS requirements take effect in January for reporting coverage per the Affordable Care Act.

Roof Replacement

Mrs. Bunner spoke with architect Bill Phillips, who plans to seek bids for the replacement of the 1991 roof. The tentative plan is to have the bid opening on Sept. 15, 2015 so the Board can take action the following day at their regular meeting. Mrs. Bunner also asked Mr. Phillips for help in developing a timeline to complete his recommended future repairs and maintenance on the building.

Director's Activities in July

Director activities in July: Director's Lunch; Rotary Service Project for YWCA summer youth lunch program; Chamber of Commerce Coffee; Rotary Board meeting; 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. Quinones).

2.) Summer Reading Program

Mrs. Bunner presented statistics and information on the 2015 Summer Reading Program, Read to the Rhythm. We had 466 children participate for a total of 3,484 reading hours. Over 2,587 people attended 58 programs. Mrs. Calvert and Mrs. Sorrill did an excellent job. The library also held a companion program for adults highlighting the films and music of Frank Sinatra in partnership with Canton Park District. Community support was provided through volunteer help as well as individual and business donations.

3.) Per Capita Grant FY16

Mrs. Bunner reviewed the requirements for the FY16 Per Capita Grant. The timetable for submission has been changed this year with online applications available October 1st and the deadline for submission being January 15, 2016. There are five areas to complete. First is the submission of the Illinois Public Library Annual Report (IPLAR), which has already been filed. Second is to review Chapter 5, "Technology," of Serving Our Public 3.0. The Board reviewed the library's compliance with items on this checklist. Libraries are also to identify educational and training opportunities for patrons. Mrs. Bunner and the staff chose to focus on educational and training opportunities for youth in our community. Plans are for a teen job fair, a creative writing club for middle school age students, a craft club, and incorporating more STEM ideas into story times. More areas of discussion for this grant will be discussed in future meetings.

4.) J. P. Morgan Trust Update

Mrs. Bunner reported that meetings and conversations with representatives of Graham Hospital, Canton Union District 66, and Bill Tracy resulted in a revision of the exception clause in the proposed release of J. P. Morgan as the trustee of the Charles D. Ingersoll Trust. The following clause was inserted in the release:

“,exclusive of any and all recoveries that might be due the Trust through settlements, judgements or fines against J.P. Morgan via SEC, CFTC and/or OCC Orders for offenses or misconduct of J.P. Morgan relative to “product steering”, which offenses or misconduct occurred prior to the date of this Release,”

Mr. Tracy will forward this to J. P. Morgan counsel on our behalf. Mrs. Bunner received notification from J. P. Morgan that Cynthia Bozik is no longer with the firm. Our new contact is Katie Donovan.

Adjournment: The meeting was adjourned at 5:00 p.m.

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

Attest: _____
Secretary

Date: _____