

Parlin-Ingersoll Public Library Board of Trustees

Minutes for Sept. 16, 2015 Meeting

A.) Call to Order:

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

Absent: Kim Freiley and Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the Aug. 19, 2015 minutes were approved as submitted. (Motion: Mr. Carter; Second: Mr. O'Brien)

C.) Public Comments

There were no public comments.

D. Communications

EMV Compliance for Credit/Debit Card Use

Mrs. Bunner reported October 1, 2015 is the deadline for the EMV (Europay-MasterCard-Visa) liability shift for "card present" point-of-sale credit/debit transactions. Any business not using a chip reading device may be liable in cases of fraud. Illinois E-Pay's system is not yet ready to handle this change, but will cover liability for institutions that have purchased or provided intent to order the new readers from them until their system is operational. The library currently has 3 card swipes. The recommended chip reading devices the library will need to buy cost \$319 each. Mrs. Bunner has ordered two devices.

Canton Area Heritage Center

Mrs. Bunner attended the annual meeting of the Canton Area Heritage Center last Thursday. The Center is hoping to collect, preserve, research, interpret and exhibit the history and artifacts of Canton, Illinois, and the surrounding area.

Director's Activities in August

Director activities in August: City of Canton Health Insurance Meeting, Library Finance Committee Meeting, 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. (Motion: Mr. Carter; Second: Mrs. Quinones).

2.) Audit Presentation by Lori Salmi

Ms. Lori Salmi of Phillips, Salmi & Associates, Washington, Illinois, presented the FY15 audit. Her presentation was positive. However, she noted a lack of segregation of duties and recommended that Deborah Massey be removed from the approved signature lists for our accounts as she is the one who also reconciles the bank statements, prepares the checks, and mails payments. While there were no problems found, she recommended the change as best practice. In addition, she observed a large amount of monies currently in the checking account and suggested the Board consider transferring less money each month for operations or investing a portion for a short term. Mr. Carter asked for a longer period of time to review the audit before approval. Mrs. Bunner will place the audit on the agenda for the October meeting.

3.) Roofing Bids

Mr. Bill Phillips presented the bids for the replacement of the 1991 roof on the south end of the library. In reviewing the Energy Code regarding insulation requirements he felt the use of an alternative method would be of benefit to the library. This method would not require a buildup of insulation nor a new perimeter sheet metal installed. Instead by not exposing the existing insulation and by cutting the existing rubber into strips, the library can meet code by placing the new rubber roof atop the current roof. Given the lower heating costs of our existing gas unit we would not gain a significant payback during the life of the roof by installing the extra insulation and replacing the perimeter sheet metal. Bids were received by Western Specialty Contractors, Kreiling Roofing Co., R. A. Oldeen, Inc., Advanced Commercial Roofing, and Wyman Roofing.

Approved Motion: The board voted unanimously to approve the bid of \$26,996 from Western Specialty Contractors as recommended by Mr. Phillips. (Motion: Mr. Elson; Second: Mrs. Quinones).

Mr. Phillips outlined other areas of building repairs and maintenance from his long range plan last fall. He anticipates requesting some change orders to repair some minor areas on the 1994 roof on the east side of the building.

Approved Motion: The board voted unanimously to authorize Mrs. Bunner approve any change orders during the roofing project. (Motion: Mr. Elson; Second: Mrs. Van Sickle)

Mr. Phillips felt after some minor repairs on the 1994 roof, it should not need complete replacement for 3-4 years. He also spoke of replacing the asphalt parking lot with concrete, bolstering the retaining wall on the west side of the parking lot, and replacing the existing bollard light fixtures. Similar LED light fixtures run about \$700 apiece. The library currently has about 10 such fixtures. Mr. Phillips suggested creating a timeline of these remaining repairs and will meet with Mrs. Bunner sometime in November to prioritize a list.

4.) FOIA Request by Kevin DuJan

Mrs. Bunner reviewed the FOIA request received by Kevin DuJan. She consulted attorney Phil Lenzini prior to responding to the request. Mrs. Bunner also presented two articles from the Chicago Tribune on Kevin DuJan and Story Time Digital Media.

5.) Update on Insect Issues

Mrs. Bunner reported that 8 households had been suspended from library use due to insect infestations. She had consulted attorney Phil Lenzini about the use of the suspensions. He felt the Board was justified in suspending use until proof of successfully completed professional extermination can be provided. He advised sending a written letter of suspension and also noting individuals will be considered trespassing on library property if they come into the building. After further discussion Mrs. Bunner also recommended keeping the bookdrops closed at least until the end of October.

6.) Per Capita Grant FY16

Mrs. Bunner reviewed the results of the EDGE Assessment completed in 2014 and required for the FY16 Per Capita Grant. The Illinois State Library has covered the cost of providing this tool for libraries and will be requiring its use for Per Capita Grant funding in the next few years. The library ranked 550/1000. The average score for libraries in our sized peer group is 498. Mrs. Bunner reviewed the established action plan to meet some of these benchmarks.

Mrs. Bunner did a 1st year review of the library's accomplishments in meeting the goals of our Strategic Plan. Mr. O'Brien suggested targeting more outreach to the schools in the coming year to emphasize our services directly to the students.

Per Capita Grant FY16 also calls for a review of our resource sharing policies. The Board reviewed resource sharing during its update of our Interlibrary Loan policy in May 2015. We have enhanced resource sharing through lending newer items on interlibrary loan, extending the checkout period for interlibrary loans, increasing the number of requests allowed from 3 to 5, photocopying more pages for free, and responding to requests within one day or at most 3 days.

7.) J.P. Morgan/Charles D. Ingersoll Trust Update

Mrs. Bunner reported that several revisions of the exemption clause of the release with J. P. Morgan have been exchanged. The final revision has been sent to attorney Bill Tracy to forward on to J. P. Morgan. He has also prepared an Appointment of Successor Trustee document.

Approved Motion: The board voted unanimously to approve the Appointment of Successor Trustee document prepared by Mr. Tracy and have Mrs. Bunner sign on behalf of the library. (Motion: Mr. Froehling; Second: Mr. Elson).

Mrs. Bunner also reported she had a request from John Froehling of the Fulton Democrat to release more information regarding the Ingersoll Trust issues. As instructed by the Board, she responded that she was not authorized to comment. Minutes before the start of the Board meeting Mr. John Froehling turned in a FOIA request for information. After some discussion it was decided Mrs. Bunner should contact attorney Phil Lenzini prior to responding to this request.

Adjournment: The meeting was adjourned at 5:15 p.m. (Motion: Mr. Elson; Second: Mr. Carter).

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, October 21, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____