

Parlin-Ingersoll Public Library Board of Trustees

Minutes for October 21, 2015 Meeting

A.) Call to Order:

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

Absent: Jim Elson, Kim Freiley and Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the Sept. 16, 2015 minutes were approved as submitted. (Motion: Mr. Carter; Second: Mrs. Van Sickle).

Approved Motion: Hearing no objections or corrections, the minutes of the Special Meeting on Sept. 30, 2015 were approved as submitted. (Motion: Mrs. Van Sickle; Second: Mr. Carter).

C.) Public Comments

There were no public comments.

D. Communications

Ludlum Donation

Mrs. Bunner reported that Cathy Ludlum made a cash donation of \$200 to the library for the Make-It, Take-It Craft Club. Mrs. Ludlum has also donated materials for use in the club as well. She complimented staff member Debbie Sorrill on her work with the program which reaches ages 8 and up.

New Staff Member

Mrs. Bunner reported that our new page/shelver, Alexis Hukill, is being cross-trained to cover basic circulation duties during lunch hours on Saturdays.

Health Insurance and ACA Reporting

Mrs. Bunner shared correspondence from City Clerk, Diana Pavley-Rock regarding the IRS required reporting of health insurance coverage per the Affordable Care Act. Attorney Donald W. Anderson of Ancel Glink determined that "the City, as an applicable large employer ("ALE"), will have an obligation to submit forms 1094-C and 1095-C for the City and the library, for it appears that employees of the library are either employees of the City or employees of a "controlled group" that would be considered to be part of the City as an ALE." Ms. Pavley-Rock told Mrs. Bunner that ADP, the city payroll service company, will issue forms to City employees, and she will contact Mrs. Bunner when she knows what information they will require regarding library employee wages.

Payroll Changes

CSI, the library's payroll service, has transferred its payroll services to Execupay of San Antonio, Texas. The CSI platform has been very dated with a 16-bit DOS platform, and the company felt this transfer would allow the move to a more current software platform. Mrs. Massey and Mrs. Bunner have attended several webinars about the migration. Costs will remain the same for the first year. Execupay did not feel that costs would go higher than 20% after this period and would probably be more likely to be no more than 5-6%. After some discussion it was decided that Mrs. Bunner will sign the agreement with Execupay and evaluate their performance and cost projections during the next year.

Helping Hands Donation

The library received a donation of \$703.20 for the summer reading program from local retailer, Helping Hands. They donated their proceeds from one week of sales. Mrs. Calvert and Mrs. Sorrill volunteered time during that week in appreciation.

Friendship Festival Parade

Library staff participated in the Friendship Festival Parade again this year. Coupons for free books were distributed as well as candy. Only 9 of the 200 coupons have been redeemed thus far. Any remaining books will be given away as part of the library's Family Read Night in November.

Director's Activities in September

Director activities in September: City of Canton Health Insurance Meeting, Library Finance Committee Meeting, Roofing bid opening, Canton Area Heritage Center meeting, Director's Lunch, WBYS Radio, Friendship Festival Parade, Rotary Board meeting; and 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. Froehling; Second: Mr. Carter).

2.) Transfer of monies at Mid-America National Bank

Mrs. Bunner spoke with our trust officer, Sue Freiley, at MidAmerica National Bank. She suggested we take \$150,000 from our checking account and \$150,000 from the existing GS Financial Federal Square money market account to reinvest. \$100,000 will be put in a Certificate of Deposit with Triumph Bank for 14 months at 1.15% and \$200,000 will go into a money market fund with Heritage Bank at .5%. MidAmerica is creating this fund and will co-mingle funds into a larger fund. We also have an Ipava State Bank CD due in November 22nd which is paying 1.1% as well as Cook SD #83 bond due December 1st which pays 2.85%.

3.) FY15 Audit

A revised copy of the FY15 library audit had been distributed in the board packets. Lori Salmi of Phillips, Salmi & Associates, LLC, made adjustments based on discussions with Mr. Carter.

Approved Motion: The board voted unanimously to approve the revised audit for FY15 (Motion: Mr. Carter; Second: Mrs. Quinones).

Mrs. Bunner will distribute copies to the Mayor of Canton and the Fulton County Clerk. In addition, a public notice will be placed in the Canton Daily Ledger noting the availability of the audit at the library for public inspection. A scanned copy will also be placed on the library website.

4.) Roofing Updates and Masonry Quote

Mrs. Bunner reported roofing work is scheduled to start on November 5, 2015. It is expected to be completed in about one week. Mr. Phillips also submitted a quote on behalf of Otto Baum for \$2,930.00 for masonry work on the library chimney and exterior walls.

Approved Motion: The board voted unanimously to approve the repairs by Otto Baum for \$2,930.00 (Motion: Mrs. Duvendack; Second: Mr. Froehling).

5.) FOIA Request by the Fulton Democrat

Reporter John Froehling rescinded his first FOIA request and presented a second for reports and memos from 2012 to the present that were presented to the Board by Randy Wilson or Kim Bunner. Mrs. Bunner contacted attorney Phil Lenzini as well as attorney Bill Tracy about items requested. Since the Board did not go into closed session when discussing items related to the trust and J. P. Morgan, any items presented to the Board at open meetings are subject to FOIA. In addition, any attorney/client privileged information which was shared with a 3rd party is no longer considered "attorney/client" and can be subject to FOIA. The documents were sent within the required 5 days. The article appeared in the October 14, 2015 issue.

6.) Per Capita Grant FY16

Mrs. Bunner shared a draft copy of the FY16 Per Capita Grant application. The Board has been reviewing the requirements for the past several board meetings. Mrs. Bunner advised the Board that the State Library has cautioned libraries that this grant may not be funded but encouraged all to apply.

Approved Motion: The board voted unanimously to approve the FY16 Per Capita Grant application for submission. (Motion: Mr. Carter; Second: Mrs. Quinones).

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

Attorney Bill Tracy forwarded a copy of the signed release agreement from J. P. Morgan. Beth Westen and Sue Freiley of Mid-America National Bank are in the process of coordinating the transfer of funds with J. P. Morgan. No billing has been received from Mr. Tracy, but it was

previously agreed that MidAmerica National Bank would pay his fees from the Charles D. Ingersoll Trust once the transfer has been completed.

With the realization of the trust transfer and in recognition of the efforts of all staff during the past few months, the Board discussed options for employee recognition.

Approved Motion: The board voted unanimously to authorize up to a total of \$1800 to be distributed among the 15 current employees in a manner to be determined by Mr. Carter and Mrs. Bunner. (Motion: Mrs. Duvendack; Second: Mr. Carter).

Adjournment: The meeting was adjourned at 5:00 p.m. (Motion: Mr. Froehling; Second: Mrs. Quinones).

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, November 18, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____