

Parlin-Ingersoll Public Library Board of Trustees

Minutes for November 18, 2015 Meeting

A.) Call to Order:

Present: Kim Freiley, Ralph Froehling, Brad O'Brien, Michelle Quinones, Charlotte Van Sickie, and Keely Vollmar.

Absent: Pat Carter, Chris Duvendack

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the October 21, 2015 minutes were approved as submitted. (Motion: Mrs. Quinones; Second: Mrs. Van Sickie).

C.) Public Comments

There were no public comments.

D. Communications

Hands-On Activities in the Adult Area

A table has been set up in the reference area for adult hands-on activities including origami crafting and adult coloring pages. In the next few weeks there will also be some greeting card assembly and some puzzles.

Updates on Emergency Contact Sheets

Mrs. Bunner verified and updated contact phone numbers for the Disaster Response Plan. Updated lists will be distributed when finalized.

ILA Conference Summaries

Summaries of the programs attended by Catherine Calvert, Ben Smith, and Kim Bunner were shared. Everyone attending felt it was a valuable experience.

Director's Activities in October

Director activities in October: Speaker at a local PEO meeting, Director's Lunch; Fulton/Mason County Crisis Center Open House for Rotary Service Project; Rotary District 6460 Conference; Illinois Library Association Conference; 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. Froehling; Second: Mrs. Quinones).

2.) Board Vacancy and Appointment of New Treasurer

With the passing of Board Trustee Jim Elson, Pat Carter offered to assume the position of Treasurer.

Approved Motion: The board voted unanimously to approve Pat Carter as Treasurer of the Library Board. (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

Approved Motion: The board voted unanimously to approve the appointment of Brad O'Brien to the Finance Committee. (Motion: Mr. Froehling; Second: Mrs. Freiley).

The Board discussed the qualities and skill-sets desirable in a replacement candidate. Leadership skills, financial knowledge, and a legal aptitude were mentioned. The group felt residency within the City limits should be required. A list of names will be gathered to be discussed at a special meeting of the Board in the next few weeks.

Memorials to Jim Elson were made to the “Elson Project.” Jim Elson had mentioned to his wife that he had two or three ideas for a gift to the library last spring. He had not made a final decision so the family will be considering several options over the next few months and will communicate their wishes to the Board. Over \$1400 has been donated to date.

3.) Payroll Services

CSI, our current vendor, had told library staff in June of 2014 that they would be upgrading their software in November of 2014. While they had updated a few clients, they never did upgrade the library. They apparently had several issues with their software and notified library staff in mid-October that they were selling off their payroll services to Execupay. While staff strongly considered migrating, Mrs. Bunner noted the pricing in the agreement was over 50% higher than our existing costs. While Execupay said the cost was to remain the same for the first year, the CSI representative explained the prices listed were their regular prices after the upgrade, which had not been performed for our account. Execupay stated their costs could rise up to 20% more after the initial year.

ADP does payroll services for the City of Canton, Spoon River College, and other area libraries. Mrs. Bunner secured a quote from them for a base cost of \$2,591.85 plus a one-time migration fee of \$675.00 for a total of \$3,266.85.

A complicating factor involves the processing of IRS forms for the Affordable Care Act. The firm of Ancel Glink had first determined that the City of Canton would be responsible for filing the ACA forms for the library as it was a “controlled group” of the City. ADP would process the forms for the city; however, processing the library employees’ information was complicated since the library was on a different payroll system. Upon further consideration of the library’s separate funding source and unique circumstances, Ancel Glink felt the library was actually an *ALE member* (Applicable Large Employer member) with a responsibility for reporting the information itself.

In the discussions with ADP they said they could not help with the ACA forms for 2015 but did include the costs of producing those beginning in 2016. Mining this data would be easier using the same payroll system used by the City Canton. Mrs. Bunner and Mrs. Massey will investigate the process to manually file those forms for 2015.

Approved Motion: The board voted unanimously to approve moving the payroll services to ADP as of January 1, 2016, for a total cost of \$3,266.85. (Motion: Mrs Van Sickle; Second: Mrs. Vollmar).

4.) Copy Machine and Wireless Printing

The library's current copy machine is over 8 years old, and certain parts are no longer available. Mrs. Bunner has contacted our current vendor, CDS Office Systems, for a quote. Given the age of our coin-op, it should also be replaced. The cost for a new machine (\$4288.00) and coin-op (\$1875.00) totals \$6,163.00. Our service from CDS has been excellent. Two staff members and I visited the Canton Police Department to view a similar model to the one quoted. Everyone thought it would be a good choice. I had also contacted R. K. Dixon and Ricoh for quotes, but neither company responded.

In addition, I am including a quote from Today's Business Solutions for wireless printing (\$745). We have had many requests from the public to print from their laptops and smartphones. I had estimated \$4000 in our capital expenses budget for a new copy machine. I did not realize the existing coin-op would not be compatible with a newer machine. Given the fact that our roofing project costs are much less than budgeted, I hope we can allocate monies to update our copy machine and implement wireless printing (\$6908 total). In addition, with a new machine our maintenance costs should drop from about \$1250 per year to \$480 per year at the start.

Approved Motion: The board voted unanimously to approve the purchase of a new copier, coin-op, and wireless printing for a total cost of \$6,908.00 (Motion: Mrs. Quinones; Second: Mrs. Freiley).

5.) Roofing Updates and Masonry Quote

Roofing work was expected to November 9th, but has been delayed. The masonry work by Otto Baum appears complete and well done. Mrs. Bunner will be contacting Bill Phillips about the roofing schedule and to develop a timeline for other future repairs.

6.) Checked Out and Unreturned Items for FY15

Mrs. Bunner presented the annual report on items checked out but not returned for FY15. This report is delayed several months as we wait 2-4 months before withdrawing unreturned items. The total was 197 items compared to 275 for FY14. The percentage of circulation that resulted in this loss is approximately .13% (less than 1%). Mrs. Bunner and Mrs. Hadsall, Circulation Manager, feel the pre-overdue reminders have helped reduce the number of unreturned items.

7.) Closing of the Library for the Staff Christmas Luncheon

For many years the library has closed for two hours to treat the staff to a Christmas luncheon paid for by the library.

Approved Motion: The board voted unanimously to approve closing the library from noon to 2 p.m. on Tuesday, December 8, 2015, for the staff luncheon (Motion: Mrs. Freiley; Second: Mrs. Vollmar).

8.) Staff Bonuses

The Board authorized a total of \$1800 be given in the amount of \$120 to each of the fifteen library employees last month in recognition of their efforts over the past months dealing with items returned to the library with insects.

Approved Motion: The board voted unanimously to approve that disbursement made on November 15, 2015. (Motion: Mr. Froehling: Second: Mrs. Quinones).

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

The following breakdown is the same as last year and has already been included in the budget:

Monetary Award	Eligible Criteria	Eligible Employees	Total Payout
\$150	40 hours per week	5	\$ 750.00
\$100	20 or more hours per week	4	\$ 400.00
\$ 50	12 or more hours per week	1	\$ 50.00
<u>\$.25</u>	<u>under 12 hours per week</u>	1	<u>\$.25.00</u>
		11	\$1225.00

Approved Motion: The board voted unanimously to approve the annual Christmas bonuses (Motion: Mr. Froehling: Second: Mrs. Vollmar).

9.) Charles D. Ingersoll Trust Update

Mr. Froehling and Mrs. Bunner met on November 17, 2015, with representatives from MidAmerica National Bank, Bob Senneff of Graham Hospital, and Tad DeRenzy of Canton Union School District. Beth Westen, Sue Freiley, Dylan Whitten, and Tim Moss reported that all but one hedge fund have been transferred to MidAmerica National Bank from J. P. Morgan. That final fund should be transferred by the end of December. MidAmerica staff are making some adjustments to investments to follow our investment plan. They hope to meet with our group quarterly, provide a summary report of their transfers to date, and provide regular quarterly reports as well.

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

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, December 16, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____