

# **Parlin-Ingersoll Public Library Board of Trustees**

## **Minutes for January 20, 2016 Meeting**

### **A.) Call to Order:**

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

**Absent:** Chris Duvendack

### **B.) Approval of Previous Minutes:**

**Approved Motion:** Hearing no objections or corrections, the Dec. 2, 2015 minutes were approved as submitted. (Motion: Mrs. Van Sickle; Second: Mr. Carter).

### **C.) Public Comments**

There were no public comments.

### **D. Communications**

#### **New Copy Machine and Wireless Printing**

Mrs. Bunner reported the new copy machine and wireless printing software were installed in December.

#### **Payroll with ADP**

Mrs. Bunner reported the first payroll checks through ADP were issued on January 15, 2016. Mrs. Massey and Mrs. Bunner continue to do training on features in the package.

#### **eRate Updates**

The eRate platform is being upgraded. Mrs. Bunner has filed the Form 470 and accepted bids, but she must wait until the Form 471 is available on the new system. We did receive approval for the first half of reimbursements for funding year 2015. The library should receive payments totaling \$2,742.31.

#### **Staff changes**

Mrs. Bunner had to terminate a page employee in December. After an oral and written warning, performance had not improved. At this time the position will not be replaced.

#### **Possible ICC Internship**

Mrs. Bunner received correspondence in late December from a Library Technician student from Illinois Central College desiring a volunteer internship. After speaking with the Project Coordinator about some of her concerns, Mrs. Bunner decided not to pursue an internship at this time.

## **Property Tax Exemptions and Statements of Economic Interest**

Property tax exemption forms have been filed with the Fulton County Clerk. A list of board members and selected staff members who should file Statements of Economic Interest has also been submitted to the Fulton County Clerk.

### **Annual Library Certification**

The Annual Library Certification has been filed with the Illinois State Library.

### **Director's Activities in December**

Director activities in December: Presentation for Westview Elementary School Library Staff; ACA trainings with City Clerk, Diana Pavley-Rock; Rotary Fruit Pick Up; Rotary/Salvation Army Bell Ringing; Rotary Board meeting; Rotary Lunches; Library Directors' Lunch; Chamber of Commerce Coffee; City of Canton Insurance Committee Meeting

### **E.) Director's Report**

#### **1.) Consent Agenda**

**Approved Motion:** The board voted unanimously to approve the consent agenda for November and December as presented in the monthly board packet. (Motion: Mr. Carter; Second: Mrs. Quinones).

#### **2.) Review of Closed Session Meetings**

**Approved Motion:** The board voted unanimously to release the closed session minutes from January 14, 2014 and January 15, 2014 to the public. (Motion: Mr. Froehling; Second: Mrs. Quinones).

**Approved Motion:** The board voted unanimously to approve destruction of the verbatim recording of the closed session of January 15, 2014. (Motion: Mr. Froehling; Second: Mrs. Quinones).

#### **3.) Roofing Project Updates, Building Maintenance Timeline, Finances**

Architect Bill Phillips presented a timeline corresponding to the Facility Review for Long Range Planning completed in the fall. Mr. Phillips explained suggested repairs needed over the next 4-5 years. While this is a fluid document, the Board expressed support for the timeline as presented.

**Approved Motion:** The board voted unanimously to approve the repairs listed for 2016. (Motion: Mrs Van Sickle; Second: Mrs. Quinones).

Discussion arose about library finances. The Board approved Mrs. Bunner meeting with Mrs. Sue Freiley of MidAmerica National Bank to discuss further investment of library funds in the reserve and checking accounts. Mrs. Bunner will also reduce the monthly amount transferred from the reserves into the checking account to more accurately reflect our budgeted amounts. This will also leave more monies free to invest higher interest bearing accounts.

The Illinois State Library has advised libraries not to expect any Per Capita Grant monies for our FY2017. This will result in a loss of \$18,380. The library trust income will also be lower. Mrs. Bunner will present some budget drafts at the February meeting.

#### 4.) EDGE Initiative

Mrs. Bunner presented an update to our EDGE Assessment that was first done in July of 2014 prior to completing our strategic plan. We raised our points from 550 to 610. The peer average score for a library our size was 498/1000. Creating a strategic plan with a technology component, adding the AWE Early Literacy station, updating our website for accessibility compliance, providing wireless printing, and including technology issues in performance reviews are some of the areas we implemented or improved. We are continuing to explore career information as we plan for a teen job fair in March as well as exploring community partnering opportunities.

#### 5.) Board Vacancy Update

Mrs. Duvendack approached Trygve Meade about filling the vacancy left on the Board by the death of Jim Elson. Mr. Meade was very interested in being on the Board, and Mrs. Bunner sent a letter to Mayor Fritz stating the Board's candidate. Mayor Fritz said the appointment is scheduled to be on the agenda for the Feb. 2, 2016 city council meeting. Mrs. Bunner will contact Mr. Meade with the details.

#### 6.) Program Room Policy

The Program Room Policy was last approved in January of 2013. Mrs. Bunner reviewed a few suggested updates and clarifications.

**Approved Motion:** The board voted unanimously to approve the revisions to the Program Room Policy (Motion: Mr. Carter; Second: Mrs. Freiley).

#### 7.) Charles D. Ingersoll Trust Update

The Charles D. Ingersoll Trust closed at \$23,456,947.00 on Dec. 31, 2015. Using the formula for the 3-year rolling average, the annual 2016 disbursement from the Charles D. Ingersoll Trust will be \$618,628.52 (\$154,657.13 per quarter). A meeting with Beth Westen and the MidAmerica National Bank Trust team will be on Thursday, January 28, 2016, at 3:00 p.m. in the bank boardroom.

#### 8.) Elson Project

Over \$16,000 in donations have been received for the Elson Project. Mrs. Elson told Mrs. Bunner she and the family would meet over the holidays to discuss their ideas and report to the board in the upcoming months.

**Adjournment:** The meeting was adjourned at 4:55 p.m. (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

***NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, February 17, 2016, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_