

Parlin-Ingersoll Public Library Board of Trustees

Minutes for February 17, 2016 Meeting

A.) Call to Order:

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

Absent: Kim Freiley

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the January 20, 2016 and January 28, 2016 minutes were approved as submitted. (Motion: Mr. O'Brien; Second: Mrs. Van Sickle).

C.) Public Comments

There were no public comments.

D. Communications

New Board Member

Mrs. Duvendack welcomed Trygve (Trig) Meade to the Board of Trustees.

Director's Activities in January

Director activities in January: Graham Hospital Community Focus Group; Meeting with Bill Phillips; Meeting with Sue Freiley; City of Canton Insurance Committee Meetings; Meeting with Beth Westen and MidAmerica National Bank trust team; Rotary Board meeting; Rotary Lunches

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for January as presented in the monthly board packet. (Motion: Mr. Carter; Second: Mr. O'Brien).

2.) Security Camera Quote, Outside Lighting, and Maintenance Timeline

Mrs. Bunner presented a quote from Bill Phillips from JJ Koehler of F.S.S. Inc. security contractors for replacement and enhancement of the library security camera system. The 16-camera analog system from 2010 has poor quality and several cameras have required replacement. The library staff have consulted the playback images on several occasions for various incidents. The proposed system will have 20 digital cameras offering a higher resolution, easier playback, and lower maintenance. The capital expenses for this year are under budget since the roofing project costs were less than anticipated so funds are available.

Approved Motion: The board voted unanimously to accept the quote of \$41,835 from F.S.S., Inc. for a new security camera system. (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

3.) Dell Quote for PC replacements

Mrs. Bunner presented a quote for \$6295.32 from Dell for replacement of four public access computers. The FY16 budget included a line item of \$6500 for replacements.

Approved Motion: The board voted unanimously to approve the purchase of four public access computers from Dell for a cost of \$6295.32. (Motion: Mr. O'Brien; Second: Mr. Carter).

4.) MidAmerica National Bank Shareholder Communications Document

Mrs. Bunner shared a document from Beth Westen of MidAmerica National Bank regarding shareholder communication. After some discussion, the Board felt they did not want to authorize the release of our name, address, and share position. Ms. Westen was going to consult with the other beneficiaries as well.

5.) MidAmerica Checking and Reserves Update

Mrs. Bunner met with Sue Freiley on January 22, 2016 to discuss our accounts. On February 3, 2016, Mrs. Freiley notified Mrs. Bunner that she had invested \$200,000 in a 12-month CD with Fairview Bank and \$150,000 in a 15-month CD at Bank of Farmington. Both have a rate of 1.25%. She was reluctant to tie up monies for a longer term at this point. In addition, Mrs. Bunner authorized transferring only \$52,000 over to checking monthly instead of the previous \$55,000 to keep within our budgeted income.

6.) Budget Drafts for FY17

Mrs. Bunner presented preliminary budget drafts for FY17. Mr. Carter questioned if the amount listed for health insurance was too low. Mrs. Duvendack stressed the importance of professional development and asked that monies be restored in that line item. More information should be available in the next month or two regarding health insurance rates before bringing a final budget up for board approval.

7.) Elson Project

Nancy Elson visited with Mrs. Bunner about some ideas for the project, but she was not yet ready to present more information to the Board at this time.

Adjournment: The meeting was adjourned at 4:45 p.m. (Motion: Mr. Froehling; Second: Mrs. Quinones).

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, March 16, 2016, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____