

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

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

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

**Present:** Pat Carter, Chris Duvendack, Kim Freiley, Ralph Froehling, Trig Meade, and Michelle Quinones,

**Absent:** Brad O'Brien, Charlotte Van Sickle, and Keely Vollmar.

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

**Approved Motion:** Hearing no objections or corrections, the March 16, 2016 were approved as submitted. (Motion: Mr. Froehling; Second: Mrs. Freiley).

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

There were no public comments.

### **D. Communications**

#### **Reference Survey**

Mrs. Bunner reviewed the results from the March 2016 Reference Survey. We have about .28 reference transactions per capita with a fill rate of about 95%. These statistics have been consistent for many years.

#### **Bed Bug Updates**

Mrs. Bunner reported another household has had library privileges suspended due to returning items containing bed bugs. A letter has been sent notifying the patron of the suspension until proof of successfully completed treatment from a professional exterminator.

### **Public Library Association Recap**

Mrs. Bunner shared a summary of meetings attended at the Public Library Association Conference in Denver April 5-9<sup>th</sup> and thanked the Board for the opportunity to attend.

### **State Resolution in Honor of Jim Elson**

Mrs. Bunner shared a copy of a newspaper article from the February 12, 2016, Canton Daily Ledger in which the late Jim Elson was honored by the Illinois General Assembly for his distinguished law career.

### **Statements of Economic Interest**

Mrs. Bunner gathered the Statements of Economic Interest from Board and staff and will submit them to the Fulton County Clerk.

## **Audit Renewal**

Signatures were obtained on the audit renewal letter for Phillips, Salmi & Associates, LLC, for the audit for fiscal year 2016.

## **Two Bushes on East Side of the Library**

When architect Bill Phillips did his security and maintenance plan for the library, he mentioned two bushes on the East side of the Library that were a possible security issue due to their height. After some discussion, the Board decided to trim these two bushes down and paint the electrical boxes behind them. If they continue to present a security issue, they could be considered for removal when the library removes the shrubs on the southeast corner of the library in 2017.

## **Director's Activities in March**

Director activities in March: Meeting with Bill Phillips, Rotary Fun Weekend for students; Director's Lunch, Teen Job Fair, Rotary Board Meeting, Rotary Lunches, City of Canton Insurance Committee, Chamber of Commerce Coffee.

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

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

**Approved Motion:** The board voted unanimously to approve the consent agenda for March as presented in the monthly board packet. (Motion: Mr. Carter; Second: Mr. Meade).

### **2.) Board Appointments**

Mayor Fritz will be reappointing Pat Carter, Michelle Quinones, and Trygve Meade at the City Council meeting on May 1, 2016, at 6:30 p.m. The Board can reorganize and reappoint officers at the library's May 18, 2016 meeting.

### **3.) Per Capita Grant Award**

Mrs. Bunner shared a letter from Secretary of State Jesse White stating the library has been awarded a FY2016 Illinois Public Library Per Capita Grant in the amount of \$11,334.58. The letter did caution that due to the state budget impasse, payment of these funds may be significantly delayed. All funds must be expended by June 30, 2017.

### **4.) Health Insurance Cost Issues**

The City of Canton accepted the renewal quote from Blue Cross Blue Shield for medical insurance at an increase of 6.33% and adopted the lower cost, fully insured dental plan. The Library Board discussed several issues related to the renewal.

**Approved Motion:** The Board voted unanimously that with the start of the new plan, the library will begin to charge staff electing to carry dental insurance a premium, will cover 80% of the single dental premium, will cover 15% of the spousal/child/family dental premium (corresponding with the medical plan coverages), will continue to provide dental and life benefits to all 30+ hour employees electing to carrying such coverage, will allow any 30+ hour employee the option of adding dental coverage at 20% of premium cost whether or not they

carry the medical coverage, and per current policy will absorb the full cost of the premium for a current retiree, who will go off the plan at age 65 in April of 2017. (Motion: Mr. Carter; Second: Mrs. Quinones).

At the March meeting the Board had discussed the precedent of the library covering the additional increase for medical insurance during the transition month due to the timing of the billing and our payroll cycle. Since the City has pushed the insurance billing back to coincide with their fiscal year, any health insurance increases occur during the last two months of our fiscal year. Based on the current increases, the library might be absorbing about \$275/month.

**Approved Motion:** The Board voted unanimously to cover up to two months of the increases in medical costs from the existing plan to the newly approved plan during the transition for this year only, if the billing cycle and the payroll cycle do not coincide in a timely manner. (Motion: Mr. Meade; Second: Mr. Carter).

### 5.) **Budget Revisions**

Mrs. Bunner presented a revised FY2017 budget.

**Approved Motion:** The board voted unanimously to approve the revised FY2017 budget. (Motion: Mr. Carter; Second: Mr. Froehling).

### 6.) **Elson Project**

Mrs. Duvendack suggested forming a committee to further explore possible use of the Elson Project donations. The committee shall consist of Mr. Carter, Mr. O'Brien, Mrs. Bunner, Mrs. Elson, and another person selected by Mrs. Elson. Mrs. Duvendack will coordinate the first meeting date for the group.

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

**NEXT MEETING:** *The Board of Trustees will hold their next regular meeting Wednesday, May 18, 2016, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

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

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