

Parlin-Ingersoll Public Library Board of Trustees

Minutes for May 18, 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 April 20, 2016 minutes and the April 25, 2016 Special Meeting minutes were approved as submitted. (Motion: Mr. Carter; Second: Mr. O'Brien).

C.) Public Comments

There were no public comments.

D. Communications

Summer Reading

Mrs. Bunner reported over 60 children were signed up for the 2016 summer reading program in the first hour of registration. Registration was taken in person and by phone. Most big events with limited registration were full with a waiting list by the end of the first day. The library offers many events that do not require registration as well. Mrs. Calvert is offering a preschool story time to community agencies on Fridays during the program. The YWCA and Lambs of God will participate.

FiberFastNow

Central Cabling, which is installing fiber cable for FiberFastNow and MidCentury Telephone, cut a waterline to the library. Vaughn's plumbing came to fix the cut line and also came the following day to flush our clogged lines. The company also damaged 3 sidewalk squares. Central Cable will cover the cost of the repairs.

Statements of Economic Interest

Mrs. Bunner received the filed receipts for the Statements of Economic Interest filed by the library.

Director's Activities in April

Director activities in April: City Insurance Meetings, Public Library Association Conference, Rural Director's Meeting, City Council Meeting, Ingersoll Trust Meeting, Rotary Community Work Day, 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 April as presented in the monthly board packet. (Motion: Mr. O'Brien; Second: Mr. Meade).

2.) Health Insurance Updates and Retiree Spousal Dental Coverage

Mrs. Bunner reported on the billings received from Blue Cross Blue Shield of Illinois to date. The library will cover the increase in medical coverage for the month of May as well as the full cost of dental for existing employees for May due to the timing of billing and payroll. The employee percentage of premiums for medical and dental for June will be deducted from the May payroll.

The library received the annual billing for FY16 Health Alliance self-insured dental plan and the Fort Dearborn life insurance policy from the City of Canton. Mrs. Bunner noted the increase in the life insurance premiums.

Per policy retirees pay their own premiums for medical health insurance. When the library had a self-insured dental plan the library covered the entire cost for employees and retirees. However, with the fully insured dental plan, the library is covering 80% of the premium as is done with medical for existing employees. Last month the Board approved paying the annual dental premiums for their one retiree. However, Mrs. Bunner was not aware that this retiree also has a spouse on their dental plan.

Approved Motion: The board voted unanimously to approve covering the entire annual dental premium for this retiree and spouse. (Motion: Mrs. Van Sickle; Second: Mr. Froehling).

3.) Review of Retiree Benefits

The Board discussed those benefits offered to library retirees. Mrs. Bunner will research what other area libraries pay for health and life insurance for their retirees. She will also see if the life insurance premium can be paid to the City on an individual basis by a retiree.

4.) New Computer Consulting Firm

The library had several computer issues in early May. The security camera company needed access to our camera server. When Mrs. Bunner called Clifton Larson Allen Technologies, she found out our consultants were no longer with the firm, and the firm was no longer supporting smaller clients on an hourly basis.

Mrs. Bunner surveyed several other libraries about network consultants and had positive reviews for Sikich. A few days later, unbeknownst to the library, Illinois Century Network (ICN) moved our T-1 line, and our service became erratic. At first, ICN denied the problem was on their end. Mrs. Bunner called Sikich, but to proceed with support Mrs. Bunner needed to sign a service agreement, and called Mr. Carter for approval. Don Nims with Sikich did excellent work and had the library back up and running within a day.

Mrs. Bunner has planned a capital upgrade to the library firewall and network this fall. We intend to transfer all of our internet connections to Comcast. Mr. Nims made some transfers during the outage. He felt the library would need to add an additional 5 static IP addresses when the transfer is made. While no longer an emergency, Mrs. Bunner would like to plan for the transition in the fall. A full quote will be obtained for the new

equipment and consulting, but if an emergency would arise again, the library could function on the existing equipment with the addition of the 5 IP addresses.

Approved Motion: The Board voted unanimously to approve the purchase of 5 additional IP addresses when needed. (Motion: Mr. O'Brien; Second: Mrs. Quinones).

5.) Public Library Non-resident Card Program and Fee

Mrs. Bunner presented the calculations for the non-resident fee based on the 2015 City of Canton EAV:

Equalized assessed valuation of the City of Canton for 2015=\$126,677,240
\$126,677,240 x .0013 (minimum library tax rate)=\$164,680.41
\$164,680.41 ÷ 14,704 (2010 Canton population) = \$11.20 per person
\$11.20 x 2.28 (average household size per 2010 Census) = \$25.54

1566 non-resident cardholders represent 816 households
816 x \$25.54= \$20,840.64

Approved Motion: The board voted unanimously to approve the use of non-resident cards, to approve the household fee of \$25.54, and to approve the use of Charles D. Ingersoll Trust monies to cover the total cost of those non-resident cards. (Motion: Mr. Froehling; Second: Mr. Carter).

6.) Board of Trustees Re-appointment

Mayor Fritz reappointed Pat Carter, Trig Meade, and Michelle Quinones to the Board at the May 3, 2016, City Council meeting.

7.) Board of Trustees Annual Re-organization

Approved Motion: The board voted unanimously to approve the current slate of officers (President Chris Duvendack, Vice-President Brad O'Brien, Secretary Michelle Quinones, and Treasurer Pat Carter) for re-appointment. (Motion: Mr. Meade; Second: Mrs. Vollmer).

Approved Motion: The board voted unanimously to approve the current members of the Finance Committee (Pat Carter, Ralph Froehling, and Brad O'Brien) for re-appointment. (Motion: Mr. Meade; Second: Mrs. Van Sickle).

At the April meeting President Duvendack suggested creating an Elson Project Committee, consisting of Pat Carter, Brad O'Brien, Kim Bunner, Nancy Elson, and another person of Mrs. Elson's choosing.

Approved Motion: The board voted unanimously to approve the current library board members of the Elson Project Committee (Pat Carter, Brad O'Brien) for re-appointment with Pat Carter as Chair. (Motion: Mr. Meade; Second: Mrs. Quinones).

8.) FOIA Document

Mrs. Bunner presented the FY17 FOIA document.

Approved Motion: The board voted unanimously to approve the FY17 FOIA document (Motion: Mr. Carter; Second: Mr. O'Brien.)

9.) Elson Project

The Board discussed the Elson Project. Mr. Carter will contact Mrs. Elson and members of the committee to set up a meeting.

10.) Charles D. Ingersoll Trust

The Board reviewed the quarterly trust meeting and expressed their approval thus far with MidAmerica National Bank as trustee.

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

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, June 15, 2016, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____