

Parlin-Ingersoll Public Library Board of Trustees

Minutes for June 15, 2016 Meeting

A.) Call to Order:

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

Absent: None

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the May 18, 2016 minutes were approved. (Motion: Mrs. Van Sickle; Second: Mr. O'Brien).

Approved Motion: Hearing no objections or corrections, the June 6, 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

Certificates of Liability

Mrs. Bunner reported Country Financial Insurance conducted another audit of the library. Certificates of Liability Insurance were received from all contractors and sub-contractors.

New Page

Mrs. Bunner hired Molly Linder as a Library Page. Ms. Linder will begin training on June 16, 2016.

Illinois Library Association Conference

Mrs. Bunner shared preliminary program information with Mr. O'Brien and Mr. Meade about Trustee Day, Thursday, October 20, 2016. She would like a firm confirmation of attendance by the August board meeting in order to register at a discounted price.

City Removed Diseased Tree

The City of Canton removed a diseased tree on the east side terrace at no cost. They will grind the stump as well.

Helping Hands Donation

The library received a summer reading donation of \$428.40 from Helping Hands, Inc. Last year's donation funded the Chris McBrien program.

Canton Park District Insurance Rider

We contacted the Canton Park District about moving our July 6, 2016 summer reading program with the Hanson Family to the indoor facility at the Donaldson Center at Wallace Park. Our program room cannot accommodate the performance. The Park District was willing to allow us to use the room if they are mentioned as a sponsor of the program. However, they did ask for proof of insurance coverage. A Certificate of Liability Insurance covering the Park District was received from Country Financial at no additional cost.

Director's Activities in May

Director activities in May: City Council Meeting, Rural Director's Meeting, Rotary Board Meeting, Rotary Luncheon Meetings, Chamber of Commerce Coffee.

E.) Director's Report

1.) Consent Agenda

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

2.) Review of Life Insurance Benefits

Mrs. Bunner reported life insurance premiums had increased in FY16. Upon further investigation, the Fort Dearborn Life Insurance policy through the City of Canton had been increased in coverage from \$20,000 to \$40,000 in one of the last union contracts. The rates for FY17 are \$12.60 for single, \$19.45 for coverage beyond single, and \$2.75 for retiree coverage.

Insurance consultant Amy Whiting-McCoy of the Semonis Group said our life insurance plan is an employer-provided plan and coverage should be given to all eligible, active full-time employees. In addition, it should be offered to all employees regardless of whether they elected to enroll in the medical or dental plan. In the past such coverage was only offered to those employees who had enrolled in the medical plan. So, two additional library employees have been added to the plan. Both are eligible for coverage beyond single.

After speaking with Diana Pavley-Rock, it was agreed to grandfather in Ben Smith, who works less than 40 hours but was added to the plan when he was enrolled in the medical and dental plan per the Affordable Care Act.

Approved Motion: The board voted unanimously to the following three items: (1) Extend life insurance as it is currently with the library covering the costs despite the increase for FY17; (2) For all future employees life insurance coverage will be a paid benefit only to those working 40 hours; (3) To grandfather in existing employee Ben Smith for this paid benefit. (Motion: Mr. Meade; Second: Mr. O'Brien).

3.) Review of Retiree Benefits

The Board discussed those benefits offered to library retirees.

Approved Motion: The Board voted unanimously to allow future retirees to continue any benefits as allowed on the City of Canton insurance plans, but at the retiree's own expense. (Motion: Mr. O'Brien; Second: Mrs. Quinones).

4.) Prevailing Wage Act Compliance

Attorney Phil Lenzini prepared the annual documents for the Prevailing Wage Act.

Approved Motion: The Board voted unanimously to approve the Prevailing Wage compliance documents. (Motion: Mr. Froehling; Second: Mr. Carter).

5.) Illinois Public Library Annual Report (IPLAR)

Mrs. Bunner presented a draft of the Illinois Public Library Annual Report, which is required by the Illinois State Library. The IPLAR statistics are very useful for comparative statistics with other libraries. The Board President and Secretary must electronically sign the document this year.

Approved Motion: The Board voted unanimously to approve the FY16 IPLAR report. (Motion: Mr. Carter; Second: Mr. Meade).

6.) Library Annual Report for FY16

Mrs. Bunner presented the Library Annual Report for FY16. This report is required by law. A copy is also provided to the Mayor.

Approved Motion: The Board voted unanimously to approve the Library Annual Report for FY16. (Motion: Mr. Carter; Second: Mr. O'Brien).

7.) Elson Project and Elson Trust

Mrs. Bunner presented information received from attorney James J. Elson, Jr. about an annual, perpetual trust set up by the late Jim Elson. The library is to receive 15% of 25% of the rest, residue and remainder of his estate. Distributions will be made sometime after October 2016.

The committee for the Elson Project, monies donated in memorial to Jim Elson, met on June 6th to discuss the possible use of those monies. The discussion centered on a possible sculpture and benches located outside the library building. Pat Carter and Kim Bunner met with architect Bill Phillips on June 13th to share the committee's ideas. Mr. Phillips will work on some preliminary drawings for the group in the coming weeks.

8.) Charles D. Ingersoll Trust

There was no further information regarding the Charles D. Ingersoll Trust.

Adjournment: The meeting was adjourned at 4:50 p.m. (Motion: Mr. Froehling; Second: Mr. Carter).

NEXT MEETING: *The Board of Trustees will hold their next regular meeting Wednesday, July, 20, 2016, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____