

Parlin-Ingersoll Public Library Board of Trustees

Minutes for July 20, 2016 Meeting

A.) Call to Order:

Present: Pat Carter, Chris Duvendack, Kim Freiley, Ralph Froehling, Brad O'Brien, and Michelle Quinones

Absent: Trig Meade, Charlotte Van Sickle, and Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the June 15, 2016 minutes were approved. (Motion: Mr. O'Brien; Second: Mrs. Freiley.)

C.) Public Comments

There were no public comments.

D. Communications

Retaining Wall

Work on the retaining wall on the northwest corner of the public parking lot will begin on Monday. The job should take about 2-3 days. Architect Bill Phillips also suggested looking at the parking lot paving soon as some areas are deteriorating more quickly than expected. He will also contact Dan Fitzjarrald about the locks on the public restroom doors.

Switch of Magazine Vendors

Mrs. Bunner has been pricing magazine subscription renewals and found the library might save \$400-\$600 through Rivistas instead of Ebsco. Rivistas gives a 17% discount on the cost of renewals after publisher increases. Several libraries have made the change and were pleased with their service and reduced price.

Audit Preparation

Lori Salmi, Phillips, Salmi, and Associates, did an initial visit in preparation of the library's audit. She will be contacting our treasurer, Pat Carter, as well as planning a secondary visit to the library in the coming weeks. Mrs. Bunner requested copies of the audit in advance of Ms. Salmi's presentation at an upcoming Board meeting.

Library Security Camera Use

Mrs. Bunner shared with the Board several instances when the playback features of the security camera system were used at the library.

Receipt of Per Capita Grant Funds for FY16

While not anticipated in the budget, the library did receive a check from the State of Illinois for \$11,334.58 in Per Capita Grant Funds. Mrs. Bunner will use about half for OCLC costs and the remaining monies for materials to bring our percentage spent up to the 12% recommended by the Illinois State Library.

Summer Reading Update

Mrs. Bunner reported that over 500 children had signed up for the Summer Reading Program this year. This is the largest number since 2010. Mrs. Calvert added an additional K-2 Story Time as well as a Community Day Story Time for day care centers. She will report to the Board more fully next month.

Director's Activities in June

Director activities in June: Director's Lunch, Meeting with Bill Phillips, 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 June as presented in the monthly board packet. (Motion: Mr. Carter; Second: Mr. O'Brien).

2.) Emergency Release Form for Illinois Library Records Confidentiality Act

Mrs. Bunner presented the emergency release form recommended by the Illinois Library Association to allow libraries to release library registration or circulation records without a court order if requested by a sworn law enforcement officer who states it is an emergency situation, there is imminent danger of physical harm, and the information is limited to identifying a "suspect, witness, or victim of a crime."

Approved Motion: The board voted unanimously to accept the release form. (Motion: Mr. Froehling; Second: Mrs. Quinones).

3.) Collection Development and Materials Selection Policy

Mrs. Bunner distributed copies of revisions for the Collection Development and Materials Selection Policy as well as the specific guidelines for Adult Fiction Print and Non-Print, Adult Non-Fiction Print and Non-Print, and Music and Film. She highlighted some of the changes and will present them for formal approval at the August meeting.

4.) Date Change for the October Meeting due to ILA

The 2016 Illinois Library Association Conference is October 18-20, 2016 in Rosemont, Illinois. Since the Board would normally meet on October 19th, the Board will need to change the meeting date that month.

Approved Motion: The Board voted unanimously to change the October meeting to Monday, October 17th at 4:00 p.m. at the Library. (Motion: Mr. Carter; Second: Mrs. Quinones).

5.) Elson Project

Mrs. Bunner shared a preliminary drawing for the Elson Project from Architect Bill Phillips. The Board asked Mrs. Bunner to share the drawing with Nancy Elson and solicit any feedback. An estimate of the cost of the project can then be requested from Mr. Phillips.

6.) Charles D. Ingersoll Trust

The quarterly meeting of the beneficiaries of the Charles D. Ingersoll Trust will be on Tuesday, July 26, 2016, at 3:30 p.m. at the Board Room at MidAmerica National Bank.

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

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

Attest: _____
Secretary

Date: _____