

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

## **Minutes for August 17, 2016 Meeting**

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

**Present:** Chris Duvendack, Trig Meade, Michelle Quinones, Charlotte Van Sickle, Keely Vollmar

**Absent:** Pat Carter, Kim Freiley, Ralph Froehling, Brad O'Brien

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

**Approved Motion:** Hearing no objections or corrections, the July 20, 2016 minutes and the July 26, 2016 Special Meeting minutes were approved. (Motion: Mrs. Quinones; Second: Mrs. Van Sickle)

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

There were no public comments.

### **D. Communications**

#### **Polaris Upgrade**

Mrs. Bunner reported the library will be closed on Thursday, November 3, 2016, for an upgrade to the Polaris system.

#### **Retaining Wall**

The replacement work on the retaining wall on the west side of the parking lot has been completed. Architect Bill Phillips recommended consideration of the parking lot work in the spring.

### **Director's Activities in July**

Director activities in July: Meeting with Lori Salmi, Meeting with Bill Phillips, Charles D. Ingersoll Trust Meeting, 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 July as presented in the monthly board packet. (Motion: Mr. Meade; Second: Mrs. Van Sickle).

#### **2.) Summer Reading Report**

Youth Services Librarian, Catherine Calvert, reported on the 2016 summer reading program. We had a total of 513 children register for the program. Overall 58 programs with over 2800 children in attendance were held. An extra K-2 story time was added to meet demand as well as the addition of a new Community Story Time for day care programs. Many areas showed increases over previous years. Mrs. Calvert shared some specific success stories of readers and spoke of upcoming programs.

### **3.) Collection Development and Materials Selection Policy**

Mrs. Bunner discussed some revisions to the Collection Development and Materials Selection Policy. She also explained the Guidelines for Adult Fiction Print and Non-Print, Adult Non-Fiction Print and Non-Print, and Music & Film.

**Approved Motion:** The board voted unanimously to approve the Collection Development and Materials Selection Policy. (Motion: Mr. Meade; Second: Mrs. Quinones).

### **4.) Review of the EDGE Initiative and other areas for Per Capita Grant**

Mrs. Bunner reviewed the requirements for the FY2017 Per Capita Grant as presented in the Action Item Memo. The Board reviewed the impact of the EDGE Initiative. The library first scored 550/1000 points in July of 2014 and improved their score to 610/1000 by December 2015. Our peer group average is 498/1000. The areas targeted and accomplished were:

- Implementing monthly link checking on our website using a free broken link program
- Added wireless printing for the public
- Incorporated staff training on technology in 2014-2015
- Partnering with Canton Union School District, Spoon River College, YWCA, and local businesses to hold the first Teen Job Fair with plans to continue annually
- Updated and revised our website
- Added the AWE Literacy Station

Another requirement is for the library board to describe the library's ability to meet the needs of the community as a provider of educational programs and training opportunities, describe the library's ability to integrate new technologies, and identify at least one activity that fosters resource sharing. I feel we have met the educational and training opportunities through the Make It, Take It Crafts program, the Community Story Time, composting and radon programs, and most importantly the Teen Job Fair because of its success in partnering. We have integrated new technologies with both the wireless printing and the addition of the AWE Literacy Station. We increased resource sharing in a number of ways last year as we revised our interlibrary loan policies to loan newer materials and increased the number of patron requests allowed. I think one of the most important areas we have been fostering resource sharing is in our summer reading program as it is open to all children with a library card, whether they are Canton residents or residents of other library districts, and the community story times are open to all children attending the local day cares whether or not they possess their own library card. Craft times are open to any walk-ins.

### **5.) Audit Update and Mid-America National Bank Investment Objective Form**

Mrs. Bunner and Mr. Carter met with auditor, Lori Salmi, to discuss the audit yesterday, and Mrs. Bunner shared some preliminary findings with the Board. The final copy should be ready for approval by the September meeting. Sue Freiley of Mid-America National Bank asked for the Investment Objective Form to be approved. The library has been investing under the "Income" category. Lori Salmi recommended we also add the phrase, "subject to the Illinois Public Funds Investment Act" to the form.

**Approved Motion:** The board voted unanimously to accept the Investment Objective Form as presented with the category, "Income," selected and the reference to the Illinois Public Funds Investment Act. (Motion: Mrs. Van Sickle; Second: Mrs. Vollmar).

**6.) Elson Project**

Mrs. Elson has been meeting with architect Bill Phillips with some revisions to the preliminary drawings for the project. Mrs. Elson notified Mr. Carter of the some of the changes thus far. Since Mr. Carter could not attend the meeting, he passed that information on to Mrs. Bunner to share with the group.

**7.) Charles D. Ingersoll Trust**

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

**Adjournment:** The meeting was adjourned at 5:15 p.m. (Motion: Mrs. Van Sickle; Second: Mr. Meade).

**NEXT MEETING:** *The Board of Trustees will hold their next regular meeting Wednesday, September 21, 2016, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

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

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