

Parlin-Ingersoll Public Library Board of Trustees

Minutes for November 16, 2016 Meeting

A.) Call to Order:

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

Absent: Pat Carter, Kim Freiley, Brad O'Brien

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the October 17, 2016 minutes were approved. (Motion: Mrs. Van Sickle; Second: Mrs. Quinones).

Approved Motion: Hearing no objections or corrections, the October 17, 2016 closed session minutes were approved. (Motion: Mrs. Vollmar; Second: Mr. Meade).

Approved Motion: Hearing no objections or corrections, the October 26, 2016 minutes from the special meeting were approved. (Motion: Mr. Froehling, Second: Mrs. Van Sickle).

C.) Public Comments

There were no public comments.

D. Communications

Elson Memorial

As he was unable to reach Pat Carter today, architect Bill Phillips called Mrs. Bunner with an update. The tentative plan has two larger statues on the east side and 3-4 benches. Mr. Phillips and Mrs. Elson hope to have a final drawing by the January meeting for Board approval.

ILA Conference Summary

Mrs. Bunner presented a summary of meetings she attended.

Per Capita Grant

Mrs. Bunner filed the FY17 Per Capita Grant application. While the State Library hopes for funding in the same amounts as for FY16, it may be too soon to tell given the State budget impasse.

No Contact Order

The no contact order between a patron and library staff member has been upheld. The individual cannot come into the library building until November 7, 2018.

Trustee Openings

The Board discussed possible candidates for trustee positions open in May/June 2017.

Director's Activities in October

Director activities in October: Speaker at Canton Women's Club, ILA Conference, Rotary Board Meeting, Rotary Luncheon Meetings, Chamber of Commerce Coffee, Ingersoll Trust Quarterly Meeting.

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for October as presented in the monthly board packet. (Motion: Mr. Meade; Second: Mrs. Van Sickle).

2.) MidAmerica Management Agency Agreement and Corporate Resolution

The Board discussed and slightly modified the Management Agency Investment Agreement from MidAmerica National Bank.

Approved Motion: The board voted unanimously to accept an edited version of the document to present to Rick Imhoff. (Motion: Mr. Meade; Second: Mr. Froehling).

Approved Motion: The board voted unanimously accept the Corporate Resolution. (Motion: Mr. Meade; Second: Mrs. Van Sickle).

3.) Professional Development Policy

Mrs. Bunner presented an update to the Professional Development Policy.

Approved Motion: The board voted unanimously to approve the policy. (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

4.) Local Government Travel Expense Resolution

Mrs. Bunner presented the recommended resolution crafted by attorney Phil Lenzini.

Approved Motion: The board voted unanimously to approve the resolution. (Motion: Mr. Froehling; Second: Mr. Meade).

5.) Illinois Employee Sick Leave Act

Mrs. Bunner presented some revisions to the library personnel policy to be in compliance with the Illinois Employee Sick Leave Act effective January 1, 2017.

Approved Motion: The board voted unanimously to approve the revisions. (Motion: Mrs. Van Sickle; Second: Mrs. Quinones).

6.) Revisions to the Personnel Policy per FLSA

Mrs. Bunner presented some revisions to the personnel policy in accordance with changes to the Fair Labor Standards Act.

Approved Motion: The board voted unanimously to approve the policy. (Motion: Mrs. Quinones; Second: Mrs. Vollmar).

7.) Sikich Quote for Firewall Upgrade

Mrs. Bunner presented a quote from Sikich for replacement of the library firewalls and upgrading the network to use Comcast as the sole internet provider.

Approved Motion: The board voted unanimously to approve the quote. (Motion: Mr. Meade; Second: Mrs. Quinones).

8.) Charles D. Ingersoll Trust Meeting

The beneficiaries of the Charles D. Ingersoll Trust met on October 26, 2016. Mr. Froehling, Mr. Carter, and Mrs. Bunner attended. Mr. Froehling stated he was pleased thus far.

9.) Resignation of Tricia Diers

Mrs. Bunner reported Tricia Diers resigned as of November 12, 2016. She enjoyed working at the library but desired more free time. Mrs. Bunner plans to utilize existing student help from January to May at this time. The probable loss of income in 2017, the FY18 budget, and library hours were discussed. The Board was not interested in reducing hours at this time.

10.) Christmas Bonus

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Accordingly, I recommend we award the same level as last year. Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 1 new hire not yet eligible since they have not worked the entire year as well as one person leaving before year end. The amounts below have been included in the amount budgeted for FY16.

<u>Monetary Award</u>	<u>Eligible Criteria</u>	<u>Eligible Employees</u>	<u>Total Payout</u>
\$150	40 hours per week	5	\$ 750.00
\$100	20 or more hours per week	5	\$ 450.00
\$ 50	12 or more hours per week	2	\$ 100.00
\$ 25	under 12 hours per week	0	\$ 00.00
		12	\$1300.00

Approved Motion: The board voted unanimously to approve the policy. (Motion: Mr. Froehling; Second: Mr. Meade).

The December 21, 2016 meeting has been cancelled.

Adjournment: The meeting was adjourned at 5:10 p.m. (Motion: Mr. Froehling; Second: Mr. Meade).

NEXT MEETING: *The Board of Trustees will hold their next regular meeting Wednesday, January 18, 2017, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____