

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

## **Minutes for January 18, 2017 Meeting**

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

**Present:** Pat Carter, Chris Duvendack, Kim Freiley, Ralph Froehling, Trig Meade, Brad O'Brien

**Absent:** Michelle Quinones, Charlotte Van Sickle, Keely Vollmar

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

**Approved Motion:** Hearing no objections or corrections, the November 16, 2016 minutes were approved. (Motion: Mr. O'Brien; Second: Mrs. Freiley).

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

There were no public comments.

### **D. Communications**

#### **Property Tax Exemptions**

Mrs. Bunner reported the Property Tax Exemptions were mailed on January 3, 2017.

#### **RAILS Certification**

Mrs. Bunner filed the RAILS library system certification on January 3, 2017.

#### **Statements of Economic Interest**

A list of those staff and board members who will need to file a statement of economic interest was sent to the Fulton County Clerk's office on January 6, 2017.

#### **Charles D. Ingersoll Trust Meeting**

A meeting for the beneficiaries of the Charles D. Ingersoll Trust will be on January 25, 2017, at 2 p.m. at MidAmerica National Bank.

#### **Newspaper articles**

Mrs. Bunner shared with the Board a letter to the editor regarding the library staff aiding a victim of the gas explosion and an article, "The Need to Read," from the Wall Street Journal, November 26, 2016.

#### **Firewall Upgrade**

The firewall upgrade by Sikich was successfully completed. The network consultant did have some additional consulting hours due to some network compatibility issues at an extra cost of \$1232.50.

## **Director's Activities in November and December**

Director activities in November and December: Meeting with Judge Beal for No Contact Order, Meeting with Bill Phillips, City Insurance Meeting, Rotary Fruit Sales, Rotary Dinner for Amanda Holmgren, Rotary Board Meetings, Rotary Luncheons

### **E.) Director's Report**

#### **1.) Consent Agenda**

**Approved Motion:** The board voted unanimously to approve the consent agenda for November and December as presented in the monthly board packet. (Motion: Mr. Carter; Second: Mr. O'Brien).

#### **2.) Bill Phillips Presentation**

Architect Bill Phillips presented the final drawing for the Elson Memorial project. The Board approved the quote with the majority of the work to be done by Jerime Gendron Landscape Construction for \$15,574.36 with the exclusion of \$449.96 in tax. (Motion: Mr. O'Brien; Second: Mr. Carter). The Elson family will cover the cost of two sculptures by Gary Lee Price at a cost of \$12,900. Minor additional costs will include concrete bases for the sculpture and benches.

Mr. Phillips reviewed the long term plan for building repairs and presented a revision in the timeline. At this point in time, he recommends not pursuing the concrete project for the parking lot. He will contact a contractor for patching certain areas of blacktop in FY18. The consideration of concrete should be revisited in about 3 years. He also felt sidewalk repairs should be done in FY18 as well and thought we should contact the city about possibly helping with those public sidewalk areas that pose a trip hazard. Mr. Phillips will contact Keith Plavec with Maurer Stutz engineering to setup a meeting along with Mrs. Bunner to discuss our options. The Board approved obtaining quotes on these two projects (Motion: Mr. Froehling; Second: Mrs. Freiley).

#### **3.) MidAmerica National Bank Agency Agreement Revision**

Mrs. Bunner presented the signed copy of the Agency Agreement from MidAmerica National Bank she received in late November. The signed copy included a sentence previously redacted by the Board. The Board still felt they wanted the changes they approved in November to be in the final document. Mr. Meade offered to follow through with Rick Imhoff at MidAmerica to receive a corrected copy.

#### **4.) Updated Circulation Policy Appendices**

The Board approved updated circulation policy appendices with the circulation period for adult and young adult graphic novels changed to 3 weeks instead of 2 weeks to be consistent with other adult fiction and juvenile graphic novels. (Motion: Mr. Carter; Second: Mrs. Freiley).

#### **5.) FY16 Items Checked out and Not Returned**

Mrs. Bunner presented the FY16 totals of items checked out but not returned to the library. The total loss rate is only 0.17%. Most libraries feel 1%-3% of the circulation is acceptable. The highest loss areas are in DVDs, music, and juvenile fiction.

**6.) Comparative Salary Statistics**

Mrs. Bunner presented comparative salary statistics from the Illinois Public Library Annual Reports. While these statistics do not reflect experience or seniority in positions, they do give us a gauge for comparison.

**7.) Trustee Candidates**

Mrs. Duvendack has approached a few possible candidates for the library board but they felt they could not commit as this time. Several other possible candidates were discussed. Mrs. Duvendack will approach a few more and report back to the board at the next meeting.

**8.) Charles D. Ingersoll Trust**

The quarterly meeting of the Charles D. Ingersoll Trust will be on January 25, 2017. The final disbursement for calendar year 2017 is \$150,790.86 per quarter or \$603,163.44 annually. The Board has been pleased with the work done by MidAmerica National Bank.

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

**NEXT MEETING:** *The Board of Trustees will hold their next regular meeting Wednesday, February 15, 2017, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

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

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