

Parlin-Ingersoll Public Library Board of Trustees

Minutes for May 17, 2017—1st Meeting

A.) Call to Order:

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

Absent: Trig Meade

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the April 19, 2017 minutes and the April 26, 2017 special meeting minutes were approved. (Motion: Mr. O'Brien; Second: Mrs. Van Sickle).

C.) Public Comments

There were no public comments.

D.) Communications

Local Author

Mrs. Bunner shared information about a local author who was interested in donating her book to the library and possibly having an author signing program.

Auditor Engagement Letter

An engagement letter from auditor Lori Salmi of Phillips, Salmi, & Associates has been received. Mrs. Bunner and Mr. Carter signed off on this 3rd year of a three year contract. The Board felt they would seek quotes again early in 2018.

Solar Eclipse Glasses

Mrs. Bunner reported the library received 1000 solar eclipse viewing glasses from the STAR_Net Libraries group. The library is planning an informational meeting on Monday, August 7, 2017, at 7:00 p.m. in partnership with Spoon River College. Rob Kirkham, a staff member of SRC and amateur astronomer, will be the featured speaker. On August 21st, the actual day of the eclipse, Mrs. Bunner and Mrs. Calvert will present programs throughout the 3-3 ½ hour event. Safety handouts will accompany all eclipse glasses distributed to adults attending the programs.

Donation from Helping Hands Resale Shoppe

Catherine Calvert, Youth Services Librarian, and Debbie Sorrill, Children's Assistant, have donated time at Helping Hands Resale Shoppe. The library received a check for \$981 from proceeds during a week targeted for the Summer Reading Program. The monies will be used for children's programming.

Hail Damage in April

The library's rooftop air conditioner received minor hail damage, but the shed roof will need a complete replacement. The damage from the air conditioner falls under the deductible at \$157.80, but the roof damage was estimated at \$1274.11 with a \$1000 deductible. A check was issued to the library for \$274.11. Phillips and Associates recommended Gil Evans to do the repair work. He questioned if the insurance quote took into consideration the need to pay prevailing wage. Mrs. Bunner contacted Walter Brown, the Country Financial agent, who said to send him the quote when it is received. If the quote is higher, they can re-evaluate the claim. A quote has not yet been received.

Statements of Economic Interest

Receipt confirmations of the filed Statements of Economic Interest have been received and distributed to those asking for their copies. The remainder are kept on file at the library.

Director's Activities in April

Director activities in April: City Insurance Committee Meetings, City Council Meetings, Community Work Day, Meetings with Country Financial representatives, Rotary Board Meeting, Rotary Luncheons

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for April. (Motion: Mr. Carter; Second: Mrs. Quinones).

2.) Renewal Quotes from Country Financial

Mrs. Bunner met with Country Financial agent, Walter Brown, and the district underwriter, Wes Kieser, on April 27, 2017. Initial annual renewal costs were:

Property:	7242.00
Workers Comp:	1550.50
Director's & Officers:	1184.00 (3 year term)
Surety Bond:	687.00

Several additional types of coverage options were offered beyond the basic renewal policy. Additional coverage for the outdoor sculptures and benches was recommended at an annual cost of \$202. The last audit listed a total asset value for the library at \$2,179,264. The library's coverage was for \$2,000,000 per occurrence with an aggregate of \$4,000,000. An umbrella policy increase of \$1,000,000 would cost an additional \$550. The main building included mine subsidence coverage but there was not any coverage for the shed. Additional mine subsidence coverage for the shed would be an additional \$25.

Mr. Kieser questioned if the Fulton County Historical and Genealogical Society, whose collection is housed in the library, has its own insurance. Mrs. Bunner asked their President, Cathy Parsons, who said they did not have coverage. Mr. Kieser spoke of some possible options, but upon further investigation recommended the Society get their own coverage.

The Board decided to renew the Directors and Officers Insurance for only one year as well as the Surety Bond. While the D&O is issued in 3 year blocks, Mr. Brown and Mr. Kieser said this could be cancelled at the anniversary renewal date.

Mr. Carter wanted more clarification on the umbrella policy recommendation. If it only covers liability, the library will decline the extra coverage. If it does cover property, Mrs. Bunner will see if we can get a reduction to have total coverage be 2.2 million instead of the 3 million quoted.

Approved Motion: The board voted unanimously to approve the renewal of the commercial property, worker's comp, Directors and Officers, and Surety Bond policies for this year, including the extra coverage for outdoor property and mine subsidence, but with the possibility of reduction in the umbrella policy quote of 550.00. (Motion: Mr. Carter; Second: Mrs. Freiley).

The Board will consider seeking quotes for building insurance again in early 2018.

3.) Otto Baum Quote for Stone Cleaning

Mrs. Bunner presented a quote for cleaning the stone masonry on the West side of the building per the recommended maintenance plan from Bill Phillips.

Approved Motion: The board voted unanimously to approve the quote of \$2775.00 from Otto Baum (Motion: Mr. O'Brien; Second: Mr. Froehling).

4.) Library Card Non-resident Fee

RAILS library system is required to maintain a list of public library nonresident program information. Each public library board must take action annually on whether to offer nonresident cards and to determine the fee charged. The State Library approved the following calculation formula for our library to use:

Equalized assessed valuation of the City of Canton for 2016=\$131,028,977
\$131,028,977 x .0013 (minimum library tax rate)=\$170,337.67
\$170,337.67 ÷ 14,704 (2010 Canton population) = \$11.58 per person
\$11.58 x 2.28 (average household size per 2010 Census) = \$26.40

1560 non-resident cardholders represent 826 households
826 x \$26.40= \$21,806.40

Mr. Froehling shared a short history on this issue and noted the will of Charles D. Ingersoll stated that the monies were to be used in the manner determined by the library board.

Approved Motion: The board voted unanimously to approve the issuance and acceptance of nonresident cards and to have the Charles D. Ingersoll Trust cover the cost of those non-residents living in Canton Union District 66 with the exception of those living in Dunfermline, which is in Lewistown's library district. (Motion: Mr. Froehling; Second: Mrs. Quinones).

5.) Elson Memorial Update

Mrs. Bunner shared a copy of the proposed memorial plaque design selected by Nancy Elson. She will cover the cost of the plaque, mounting hardware, and shipping which will be about \$1000.

6.) FY18 Budget

Mrs. Bunner presented a revised budget for FY18 with changes in the Director's salary and building insurance costs.

Approved Motion: The board voted unanimously to approve the FY18 budget as presented (Motion: Mr. Carter; Second: Mrs. Vollmar).

7.) Recognition of Service for Ralph Froehling and Charlotte Van Sickle

President Duvendack, Board members, and Mrs. Bunner all thanked Mr. Froehling and Mrs. Van Sickle for their many years of service and valuable contributions to the board.

8.) Final Approval of the Trustee Appointments

Mrs. Bunner reported that Mayor McDowell approved the appointments of Chris Duvendack, Cathy Ludlum, and Jana Emmons to the Library Board.

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

Adjournment: The meeting was adjourned at 4:38 p.m.

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, June 21, 2017, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____