

Parlin-Ingersoll Public Library Board of Trustees

Minutes for August 16, 2017

A.) Call to Order:

Present: Pat Carter, Chris Duvendack, Jana Emmons, Kim Freiley, Cathy Ludlum, Trygve Meade, Brad O'Brien

Absent: Michelle Quinones, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the July 19, 2017 minutes were approved. (Motion: Mrs. Freiley; Second: Mr. Carter).

Approved Motion: Hearing no objections or corrections, the July 26, 2017 special meeting minutes were approved. (Motion: Mrs. Ludlum; Second: Mrs. Freiley).

C.) Public Comments

There were no public comments.

D.) Communications

Removal of Bushes on Southeast Corner

Mrs. Bunner reminded the Board of architect Bill Phillips' recommendation to remove the bushes on the southeast corner of the building since they were a safety hazard. Mrs. Bunner spoke with Alan Moll, library maintenance man, who said he would be able to remove them. Afterwards, it can be determined if further work will be needed to remove roots, repair any stonework, and replace the landscaping. There were no objections to removing the bushes.

Elson Memorial Update

Mrs. Bunner received the invoices from Gendron Landscaping and Kemper Construction for the work completed thus far. The following is the breakdown:

Gendron's Landscape Construction, LLC	\$15,052.40
Gendron's Landscape Construction, LLC (1 extra bench)	\$ 590.00
Kemper Construction, Inc.	\$ 4,375.00
Gary Lee Price Sculptor	\$12,900.00
Academy of Screenprinting & Awards, Inc.	960.76
GRAND TOTAL:	\$33,878.16

The donations received in memory of Jim Elson totaled \$16,040. Mrs. Elson has already paid \$12,900 for the sculptures, \$960.76 for the bronze plaque, and the remainder due at this time of \$3,977.40. The only additional costs anticipated may be from Kemper Construction for the installation of the sculpture and plaque. The concrete base for the sculptures needs to cure before they will be installed.

Mrs. Bunner has contacted Vaughn's plumbing about replacing the water faucet on the outside of the building near the Elson Memorial. It is believed to be from the original 1958 building and the threads are extremely worn. The library has purchased a stone panel trash receptacle to place near the memorial. A leaf blower may be purchased as well to keep the leaves and branches out of the river rock.

Elson Trust Update

Mrs. Bunner received notification from Sue Freiley at MidAmerica National Bank the first annual distribution from the Elson Trust is for \$1,530.

Open Meetings Act Training

Mrs. Bunner reminded trustees that they must complete Open Meetings Act training during each term of office. Certificates of completion must be kept on file at the library.

Director's Activities in July

Director activities in July: Charles D. Ingersoll Trust Meeting, Rotary Board Meetings, Rotary Luncheons

E.) Director's Report

1.) Consent Agenda

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

2.) Summer Reading Update

Catherine Calvert, Youth Services Librarian, presented a report on the 2017 summer reading program. Five hundred eleven children participated in the program. There were 69 programs with a combined attendance of 3,852. Children who reached their reading goal read 3,327 hours, and a total of 4,339 hours were read by all. Mrs. Calvert reviewed responses to a survey of participants. Consideration will be given to hosting one big event at the Donaldson Center so registration would not need to be limited due to fire code limits on attendance in our Program Room

3.) Proposed Investment Policy Revision for the Charles D. Ingersoll Trust

The Board reviewed the proposed policy revision from MidAmerica National Bank Senior Trust Officer, Rick Imhoff. The allocations in investments were the same as in the 2015 document, but this revision contains more specifics about risk and investments.

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

Mrs. Ludlum asked if there was a specific written policy or updates regarding their fees. Mrs. Bunner will contact Mr. Imhoff for further information.

4.) Audit Update

Nothing further has been received at this time.

5.) Per Capita Grant Review

Mrs. Bunner and the Board reviewed Chapters 4-5 of the Trustee Fact File as part of the FY18 grant requirements.

6.) Solar Eclipse Program

Mrs. Bunner shared information with the Board about the upcoming solar eclipse program on August 21, 2017.

Adjournment: The meeting was adjourned at 5:00 p.m. (Motion: Mr. Carter; Second: Mrs. Duvendack).

NEXT MEETING: *The Board of Trustees will hold their next regular meeting Wednesday, September 20, 2017, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____