

Parlin-Ingersoll Public Library Board of Trustees

Minutes for September 20, 2017

A.) Call to Order:

Present: Pat Carter, Jana Emmons, Kim Freiley, Cathy Ludlum, Trygve Meade, Michelle Quinones, Brad O'Brien, Keely Vollmar

Absent: Chris Duvendack

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the August 16, 2017 minutes were approved. (Motion: Mrs. Freiley; Second: Mr. Carter).

C.) Public Comments

There were no public comments.

D.) Communications

Bedbug Update

Mrs. Bunner reported meeting with representatives from Canton Union District 66, Graham Hospital, Fulton County Housing, the Fulton County Health Department, and the City of Canton about the bedbug issue in the community. All agencies shared how they are dealing with issues at their own institutions and ways they can help each other in order to reduce incidents in the community. The board discussed library incidents and procedures.

Staff Performance Reviews

Mrs. Bunner completed staff performance reviews and goal setting for all employees working over 30 hours. Shared goals for all staff were to start planning for activities for the 2018 bicentennial of the State of Illinois and the 125th anniversary of the library in September of 2019. A common theme will be to brighten someone's day whether it be a patron or a fellow staff member.

Illinois Records Act

Documents have been pulled for the year and a request for disposal has been submitted to the Illinois State Archives.

Elson Memorial Update

Mrs. Bunner reported some drinks had been spilled on the concrete block, which will support the sculptures. While it had been reported to Phillips and Associates, the stains are fading. The outside water faucet used to water the area around the memorial is badly stripped. Mrs. Bunner has contacted Vaughn's plumbing about replacing the existing fixture, which probably dates to the original building in 1958. A waste container with ashtray has been installed adjacent to the area.

Mrs. Bunner was notified today by Phillips and Associates that Mrs. Elson requested the sculptures not be installed until spring. In addition, she inquired about security lighting for the area around the memorial. Mrs. Bunner checked the security cameras and found parking lot lighting only minimally illuminates the memorial area after dark. Mrs. Ludlum asked about the possibility of using “farm lights” from Ameren or other sources. Mrs. Bunner will notify Phillips about the amount of light shed on the area and ask for their recommendations.

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 August

Director activities in August: Talk at Wesley United Methodist Church, City Insurance Meeting, Rotary Board Meeting, and Rotary Luncheons.

E.) Director’s Report

1.) Consent Agenda

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

2.) Circulation Policy

Mrs. Bunner presented some updates for the Circulation Policy last reviewed in 2014. The proposed policy no longer requires photo identification materials to be “unexpired” and added address information to be used for Spoon River College dormitory housing. Other additions were made to reflect current practices. Current legal opinion is trustees should not be exempt from paying library fines as this can be seen as a form of compensation so this area has been revised as well.

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

3.) Internet and Computer Use Policy

Mrs. Bunner presented the Internet and Computer Use Policy last reviewed in 2014. No updates were needed at this time.

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

4.) Security Camera Policy

Mrs. Bunner presented a draft for a Security Camera Policy. She consulted with attorney Phil Lenzini and presented his recommendations.

Approved Motion: The board voted unanimously to approve the Security Camera Policy. (Motion: Mr. Carter; Second: Mr. Meade).

5.) Audit Update

Mr. Carter and Mrs. Bunner met with auditor, Lori Salmi, on Tuesday, September 19th, to discuss the audit. Copies were distributed to the Board, and Mr. Carter explained sections and highlighted areas of concern. One area involves some of the library investments being held in the name of The Bank of New York as custodian of the funds, MidAmerica National Bank as the nominee, and no custodial agreement existing to show ownership by the library. Other area of concerns are the low rate of return on those investments and the fees to manage those reserves. Mr. Carter will meet with our trust officers at MidAmerica National Bank to discuss these issues further. A draft of an investment policy was reviewed and will be considered at the October meeting.

Due to limited office personnel the library lacked a segregation of duties related to the bank reconciliation checks and balances process. Ms. Salmi recommended a new procedure for Mrs. Bunner to follow each month.

6.) Per Capita Grant Review

Mrs. Bunner and the Board reviewed the Illinois State Library Literacy Program, *Serving Our Public*, Chapter 12 on Safety, and selected webinars on library safety. All trustee areas of the FY18 Per Capita Grant requirements have been met. Mrs. Bunner will apply for the grant when it is available online in October. The deadline for submission is January 15th. No information has been received about state funding being allocated for FY18 at this time.

Adjournment: The meeting was adjourned at 5:30 p.m.

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

Attest: _____
Secretary

Date: _____