

Parlin-Ingersoll Public Library Board of Trustees

Minutes for October 18, 2017

A.) Call to Order:

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

Absent: Chris Duvendack, Kim Freiley, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the September 20, 2017 minutes were approved. (Motion: Mr. Meade; Second: Mrs. Ludlum).

C.) Public Comments

There were no public comments.

D.) Communications

Bed Bug Update

Mrs. Bunner reported another patron suspension due to materials returned with a live bed bug. A total of 35 individuals have been suspended since July 2015. Thus far, only one of the 35 has provided proof of successful professional treatment in order to have library privileges restored.

Elson Memorial Update

Mrs. Bunner reported the plumbing and masonry work to replace the outside water faucet on the south side of the building has been completed. Phillips and Associates have said the issue of extra security lighting covering the memorial area will not be pursued at this time. Mrs. Elson is considering installation of the sculptures in the spring.

Landscaping on the Southeast Corner

Claude Garzee completed the removal of the bushes on the southeast corner. They were cut at ground level and at this time there are no immediate plans to do any stump removals. In late spring staff will place some plants in that area until a more permanent decision can be made on the replacement landscaping.

Staffing Update

Mrs. Bunner reported Trisha Fisher came back to work on Monday with a doctor's note clearing her for work with no restrictions. Remaining staff have worked an average of 2-6 hours per week covering her time off the past eight weeks.

Per Capita Grant

The FY2018 grant application is not yet available for submission. The Board completed their requirements last month, and Mrs. Bunner will submit the online application as soon as it becomes available.

Charles D. Ingersoll Trust Meeting

The beneficiaries of the Charles D. Ingersoll Trust will meet on Wednesday, October 25, 2017, at 1:00 p.m. in the MidAmerica National Bank Board Room.

Staff Christmas Luncheon

The library will close from 12-2 p.m. on Friday, December 8, 2017, so the staff can enjoy a Christmas luncheon.

Director's Activities in September

Director activities in September: City Council Meeting about Health Insurance, Rotary District Conference in Springfield, Community Discussion about Bed Bugs, Friendship Festival Parade, Audit Meeting with Lori Salmi and Pat Carter, 3rd Tuesday Book Club, Chamber of Commerce Coffee, Rotary Board Meeting, Rotary Luncheons

E.) Director's Report

1.) Consent Agenda

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

2.) Investments and Investment Policy

The Board discussed the investments at MidAmerica National Bank. Mr. Carter spoke with Sue Freiley, who will in turn speak with Rick Imhoff about the Board's concerns. The Board feels the need to possibly have two separate documents—their own investment policy as well as a more specific document related to investments at MidAmerica National Bank. Mr. Carter will continue discussions with bank representatives.

Approved Motion: The board voted unanimously to approve the investment policy drafted from attorney Phil Lenzini on the Illinois Administrative Ready Reference site. (Motion: Mr. Meade; Second: Ms. Emmons).

3.) Review of the Strategic Plan

Mrs. Bunner reviewed the accomplishments made in 2017 on the FY2015-FY2019 strategic plan. Under the goal related to the library's finances, Mrs. Ludlum suggested the Board consider emphasizing endowments as another funding option. Endowments will be mentioned in the next library's newsletter. Mr. Meade offered to give a library program on various legal issues including wills, powers of attorney, estate planning, and charitable gifts.

4.) Possible Cancellation of the Dec. 20, 2017 Meeting

The Board decided to make a final decision on the possible cancellation of the December meeting at the November 15, 2017 meeting.

Adjournment: The meeting was adjourned at 4:55 p.m.

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

Attest: _____
Secretary

Date: _____