

Parlin-Ingersoll Public Library Board of Trustees

Minutes for April 17, 2013 Meeting

A.) Call to Order:

Present: Michelle Quinones, Pat Carter, Charlotte Van Sickle, Brad O'Brien, Kim Freiley, Chris Duvendack, Ralph Froehling and Jim Elson.

Absent: Keely Vollmar.

B.) Approval of Previous Month's Minutes:

Approved Motion: Hearing no objections or corrections, President Carter declared the March minutes approved as submitted.

C.) Public Comments

President Carter inquired if any member of the public wished to address the board concerning any issue on the agenda. No member of the public was in attendance at this time.

D. Communications

Reconsideration of Patron Disciplinary Action

Approved Motion: The Board of Trustees voted unanimously to ban Jesse Lowther from the library building and grounds for five years from the date of August 9, 2011 with the ban to expire on August 9, 2016, in response to violation of the library's "Code of Conduct" policy (Motion: Mrs. Duvendack; Second: Mr. O'Brien).

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for this month, as presented in the monthly board packets or distributed before the meeting (Motion: Mr. Froehling; Second: Mrs. Freiley).

2.) FY14 Final Budget

Approved Motion: The board reviewed and voted unanimously to approve the final FY14 operating budget, with revised salary estimates (Motion: Mr. Elson; Second: Mrs. Van Sickle). The revised budget is now a balanced budget, estimating a surplus of income over expenses of approximately \$15,000. The significant salary line reduction from FY13 to FY14 reflects the following: 1.) Hiring Kim Bunner as new director; 2.) Hiring a new Youth Services Librarian; 3.) Hiring a new full-time employee to replace Kim's position, which may be restructured depending on how existing job assignments are restructured; 4.) Hiring a part-time employee to

replace full-time library clerk retiring in August; and 5.) Eliminating Sunday hours. All new employees are being hired in at reduced salary levels. The savings in salary outlays, combined with “cut to the bone” reductions in other controllable budget lines has enabled us to eliminate our deficit, which was running approximately \$30,000.

3.) Non-Resident Card Policy

Approved Motion: The board voted unanimously to approve a resolution to participate in the Illinois State Library non-resident card program (Motion: Mrs. Van Sickle; Second: Mrs. Duvendack). Participation in this program must be affirmed annually. Our resolution simply confirms that our library will continue to honor non-resident cards issued by other libraries.

4.) Amend Agenda

Approved Motion: The board voted unanimously to amend the agenda and permit public comments (Motion: Mr. Elson; Second: Mrs. Freiley). Mr. Jesse Lowther asked the board to reconsider his current ban from library building and grounds. No board member moved to reconsider or rescind the previous action(s).

5.) Board of Trustees By-Law Revision

The Board of Trustees reviewed a draft of a proposed board of trustee by-law revision. The revised draft incorporates a recommended section on public comments. The board decided to vote on this policy revision at the May meeting.

6.) Board of Trustees

Approved Motion: The Board of Trustees voted unanimously to recommend to Mayor Fritz the following board members for reappointment to the library board: Pat Carter, James Elson and Michelle Quinones (Motion: Mr. Froehling; Second: Mrs. Duvendack). President Carter and Mr. Wilson will prepare a letter of nomination and forward same to Mayor Fritz.

7.) Staff Reorganization

Mrs. Bunner discussed some of her ideas on how she planned to fill current holes in our staff organization. Mr. Wilson and Mrs. Bunner have been meeting several hours each day about various issues involved in the transition. Mr. Wilson said Kim is making all the right moves.

NEXT MEETING: *The Board of Trustees will hold a special meeting next Wednesday, May 15 at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____