

# **Parlin-Ingersoll Public Library Board of Trustees**

## **Minutes for December 17, 2014 Meeting**

### **A.) Call to Order:**

**Present:** Pat Carter, Chris Duvendack, Jim Elson, Kim Freiley, Brad O'Brien, Michelle Quinones, Charlotte Van Sickle, and Keely Vollmar

**Absent:** Ralph Froehling

### **B.) Approval of Previous Minutes:**

**Approved Motion:** Hearing no objections or corrections, the Nov. 19, 2014 minutes were approved as submitted. (Motion: Mr. O'Brien; Second: Mrs. Quinones)

### **C.) Public Comments**

There were no public comments.

### **D. Communications**

#### **Adult Graphic Novels**

Mrs. Bunner reported the library was adding a separate section of graphic novels geared for adults. Publishing in this area has greatly expanded. While the library does not restrict access to these materials by age, some titles with more mature content will be in this collection.

#### **Letter from Anne Craig, Director, Illinois State Library**

Mrs. Bunner shared a letter from Director Craig accepting the formula the library will use to calculate its nonresident fee and the cost of these fees being covered by funds from the Charles D. Ingersoll Trust.

#### **Director's Activities in November**

Mrs. Bunner attended the following activities in November: Farmington Public Library Grand Opening; WBYS Radio Interview with Catherine Calvert; Director's Lunch; Rotary work on Little Free Libraries; Little Free Library Dedications; Rotary luncheon meetings; Mary Kerr's Mary Lincoln's Journey Program; Cathy Parson's Preserving Family History Program; 3<sup>rd</sup> Tuesday Book Club Discussion; Meeting with Anne Craig and Lawren Tucker of the Illinois State Library; Family Read Night; Meetings related to Ingersoll Trust; Meeting with Bill Phillips

## **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 packet (Motion: Mr. Carter; Second: Mrs. Freiley).

### **2.) Meeting with Bill Phillips**

Architects Bill Phillips and Doug Bentzinger met with Mrs. Bunner to perform a maintenance assessment of the library building. They will prepare a formal report for the January meeting. Some of the items mentioned included roof repair of the flashings from the older sections of the roof (1991 and 1994), tuck pointing of the chimney, replacing of door handles for the public restroom, updated security cameras, and possible options for future parking lot repair. The roof repair work will need to be done this spring.

### **3.) Polaris Upgrade**

The Polaris upgrade went smoothly and should come in under budget. The current router will not be replaced until after the current T-1 contract expires in 2017. The FortiGate firewall and filter equipment should be replaced in about 2 years. While the library was closed the staff had training on downloading e-books and e-audios, creating Powerpoint presentations, using resume templates, attaching e-mail files, working the microfilm reader, and replacing ink cartridges on our equipment.

### **4.) Circulation Policy**

Mrs. Bunner reviewed the proposed updates to the circulation policy. Some clarifications and corrections were noted.

**Approved Motion:** The board voted unanimously to approve the circulation policy with the noted changes. (Motion: Mrs. Quinones; Second: Mr. O'Brien).

### **5.) J.P. Morgan Trust Update**

Mrs. Bunner reported on the December 8, 2014 meeting at Graham Hospital with several of the beneficiaries of both Ingersoll Trusts. Discussion followed. A meeting with J.P. Morgan representatives will be on Friday, January 23, 2015, at 11:00 at the Graham Hospital Board Room.

**Adjournment:** The meeting was adjourned at 4:40 p.m.

**NEXT MEETING:** *The Board of Trustees will hold their next meeting Wednesday, January 21, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_