

Parlin-Ingersoll Public Library Board of Trustees

Minutes for November 15, 2017

A.) Call to Order:

Present: Pat Carter, Chris Duvendack, Jana Emmons, Cathy Ludlum, Trygve Meade, Keely Vollmar

Absent: Kim Freiley, Brad O'Brien, Michelle Quinones

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the October 18, 2017 minutes were approved. (Motion: Mr. Carter; Second: Mrs. Ludlum).

Approved Motion: Hearing no objections or corrections, the minutes of the special meeting October 25, 2017 were approved. (Motion: Mr. Meade; Second: Mrs. Ludlum).

C.) Public Comments

There were no public comments.

D.) Communications

Local Opioid Overdose Informational Meetings

Mrs. Bunner reported attending several national webinars about the heroin/opioid crisis and its effect on libraries. She has contacted Sue Tisdale, who is helping Mayor McDowell with the formation of a community coalition to address the problem. Educational information and training on the use of naloxone to treat overdose victims will be presented in the near future. Mrs. Bunner will attend the training and help educate staff in dealing with an overdose should an issue arise in the library.

Memorial Donations for Maxine Goyen

The library has received over \$1080 in memorial donations for Maxine Goyen. Maxine was a regular library user. The monies will be applied to the large print collection.

Per Capita Grant

The FY18 Per Capita Grant application has been submitted. No further information is available on when the FY17 monies will be received.

Maintenance Position

Maintenance staff member, Alan Moll, is resigning at the end of November. The position has been advertised on the library website, the Canton Chamber of Commerce website, and the front desk.

Illinois Funds ePay

The library's credit/debit system through Illinois Funds ePay is in the process of migrating to a new system and vendor. JetPay will be the new processor and will provide one free chip reader as part of the process if we remain using Illinois Funds. Mrs. Bunner will begin the application process. JetPay does list a member responsibility of providing active data breach liability coverage of \$50,000 per incident. Mrs. Bunner is waiting to hear from Illinois ePay staff if they recommend the coverage begin when the transition to JetPay begins. Walter Brown of Country Financial insurance told Mrs. Bunner the cost of such coverage was \$355 annually since we do not retain individual's social security numbers. The cost would be prorated until the end of the coverage year on May 31, 2018.

Approved Motion: The Board approved Mrs. Bunner proceeding with the application through Illinois ePay and acquiring the data breach coverage from Country Financial when recommended. (Motion: Mr. Carter; Second: Mrs. Ludlum).

Charles D. Ingersoll Trust Meeting

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

Staff Christmas Luncheon

Mrs. Bunner reminded the Board 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 October

Director activities in October: Meeting with Center for Youth and Family Services representative, Canton Area Heritage Center Annual Meeting, Charles D. Ingersoll Trust Meeting, 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: Ms. Emmons).

2.) Investments and Investment Policy

Mr. Carter and Mrs. Bunner met with Rick Imhoff and Sue Freiley on November 9th to discuss investment concerns from the audit. Mr. Carter did analyze the rate of interest earned in FY17. He felt the yield (1.4%) was better than previously thought. He suggested considering some longer term bonds in the future. Another area of concern related to the investments not being titled in the library's name. The bank felt this procedure as a nominee did not violate the Public Funds Investment Act. Mr. Meade concurred citing 30 ILCS 235 Section 2e:

Any public agency may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

The Board again reviewed the proposed investment policy specific to the library's reserve account at MidAmerica National Bank.

Approved Motion: The board voted unanimously to approve the investment policy dated September 11, 2017, drafted by Sue Freiley and Rick Imhoff. (Motion: Mr. Meade; Second: Mrs. Ludlum).

3.) Update of Life Insurance Coverage for the Personnel Policy

With the change in life insurance carriers through the City of Canton plan, which went into effect on May 1, 2017, all 30+ hour/week employees are eligible for life insurance regardless of their election of health benefits. This is a change from our previous carrier, which mandated 40 hour/week employees be covered. Employees are enrolled for single coverage or dependent coverage based on their personal status.

Approved Motion: The board voted unanimously to approve the change in the personnel policy to reflect this change in life insurance coverage. (Motion: Mrs. Duvendack; Second: Ms. Emmons).

4.) Checked out and Unreturned Items Report FY17

Mrs. Bunner presented the annual report of checked out and unreturned items. While higher than FY16, the loss does represent a small percentage of total circulation.

5.) Christmas Bonuses

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Accordingly, I recommend we award the same level as last year. Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 2 new hires not yet eligible since they have not worked the entire year. The amounts below have been included in the amount budgeted for FY17.

<u>Monetary Award</u>	<u>Eligible Criteria</u>	<u>Eligible Employees</u>	<u>Total Payout</u>
\$150	40 hours per week	5	\$ 750.00
\$100	20 or more hours per week	4	\$ 400.00
\$ 50	12 or more hours per week	1	\$ 50.00
\$ 25	under 12 hours per week	1	\$ 25.00
		12	\$1225.00

Approved Motion: The board voted unanimously to approve the bonuses. (Motion: Mr. Carter; Second: Mrs. Duvendack).

6.) Future Library Trustees

The board discussed some possible candidates for consideration as future library trustees. This issue will be tabled until the next meeting.

7.) Cancellation of the December 20, 2017 Meeting

Approved Motion: The board voted unanimously cancel the December 20, 2017 meeting. (Motion: Mr. Carter; Second: Mr. Meade).

Adjournment: The meeting was adjourned at 5:10 p.m.

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, January 17, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____