

Parlin-Ingersoll Public Library Board of Trustees

Minutes for January 17, 2018

A.) Call to Order:

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

Absent: Jana Emmons

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the November 15, 2017 minutes were approved. (Motion: Mr. Carter; Second: Mrs. Vollmar).

C.) Public Comments

There were no public comments.

D.) Communications

Update on Maintenance Position

Mrs. Bunner reported Dan Rock has been hired to fill the Maintenance position vacated by Alan Moll.

Property Tax Exemptions filed

Mrs. Bunner filed the Property Tax Exemption forms with the Fulton County Assessor.

RAILS Certification

Mrs. Bunner completed the online certification for the library with RAILS and the Illinois State Library.

Statements of Economic Interest

Mrs. Bunner submitted a list of people from the library staff and board who should receive Statements of Economic Interest forms to the Fulton County Clerk.

Charles D. Ingersoll Trust Meeting

The beneficiaries of the Charles D. Ingersoll Trust will meet on January 31, 2018, at 1:00 p.m. in the MidAmerica National Bank Board Room.

Director's Activities in November and December

Director activities in November: Meeting with MidAmerica National Bank staff and Pat Carter about our reserve investments, Director's Lunch, Rotary Board Meeting, Rotary Luncheons.

Director activities in December: Meeting with Bill Phillips, Meeting with Andrea Barbknecht and Velvet Powell of Spoon River College, Rotary Board Meeting, Rotary Luncheons.

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for November 2017 (Motion: Mr. Meade; Second: Mrs. Duvendack).

Approved Motion: The board voted unanimously to approve the consent agenda for December 2017 (Motion: Mr. Carter; Second: Mrs. Freiley).

2.) Review Closed Session Minutes from October 17, 2016

Approved Motion: The board voted unanimously to keep closed the minutes from the October 17, 2016 closed meeting. (Motion: Mr. Meade; Second: Mr. Carter).

3.) Update from Bill Phillips on Building Maintenance

At the beginning of the meeting Bill Phillips presented a recommended update to the Building Maintenance Plan for the library. He felt the Board should prioritize the replacement of the 1994 section of the roof in the upcoming calendar year. He proposed seeking bids in April or May for the roof, and afterwards, consider sidewalk repairs and parking lot work.

Approved Motion: The board voted unanimously for Bill Phillips to draw up bids for roofing work this spring. (Motion: Mr. Carter; Second: Mr. Meade).

4.) Audit Quotes

Mr. Carter had suggested six accounting firms to contact for possible quotes. Of those contacted by Kim Bunner, three expressed interest, but only one submitted a quote.

Approved Motion: The board voted unanimously to accept the quote from Robert Plier of Ginoli & Company for \$4650 for the year ending May 31, 2018, for \$4800 for the year ending May 31, 2019, and \$4950 for the year ending May 31, 2020. (Motion: Mrs. Duvendack; Second: Mrs. Quinones).

5.) 2017 Public Library Report from Public Libraries

Mrs. Bunner reviewed comparative data from the 2017 Public Library Report from *Public Libraries* magazine. The data showed overall increasing library per capita income from FY2012-FY2016 in libraries surveyed while our data showed a decrease of 3%. Staff per capita decreased in libraries surveyed, but our decrease was double the average. All libraries showed decreases in circulation as we have seen at our library. However, we are still above the median group of libraries our size, and many of these downward turns we have been observing are not unique to the Canton community.

6.) Sexual Harassment Policy and Ordinance

The Illinois General Assembly passed P. A. 100-554, which requires a sexual harassment policy and ordinance with specific items to be included. Our current policy needed a few additions. Mrs. Bunner consulted attorney, Phil Lenzini, about changes needed.

Approved Motion: The board voted unanimously to approve the sexual harassment policy as presented. (Motion: Mrs. Ludlum; Second: Mrs. Freiley).

Approved Motion: The board voted unanimously to approve the sexual harassment ordinance. (Motion: Mr. Carter; Second: Mrs. Quinones).

7.) Circulation Policy Appendix A and Appendix C Updates

Updates have been made to some of the default replacement costs listed in Appendix A. These costs are applied when no cost appeared on the item itself at the time of cataloging. The change for Appendix C was to no longer limit the number of graphic novels allowed at check out. This collection is large enough to allow more than 4 checkouts of this collection at one time, but still remain within the overall limit of 20 items for adults and 10 items for children.

Approved Motion: The board voted unanimously approve the changes in Appendix A and Appendix C. (Motion: Mrs. Freiley; Second: Mrs. Quinones).

8.) Board Meeting Dates for 2018

It is required by law to post the regular meeting dates for the year. While the board normally meets on the 3rd Wednesday of the month, a few changes have been made for March and November for 2018.

Approved Motion: The board voted unanimously to approve the 2018 meeting dates. (Motion: Mr. Meade; Second: Mrs. Duvendack).

9.) Trustee Candidates

The board reviewed potential candidates for a trustee opening. Mrs. Duvendack will resign upon the appointment of a suitable replacement. Mr. O’Brien has contacted an interested candidate. After he verifies the candidate’s residency, Mrs. Bunner will submit the information to the mayor for appointment.

Adjournment: The meeting was adjourned at 4:45 p.m. (Motion: Mr. Carter; Second: Mrs. Quinones).

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, February 21, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____