

Parlin-Ingersoll Public Library Board of Trustees

Minutes for February 21, 2018

A.) Call to Order:

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

Absent: None

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the January 17, 2018 minutes were approved. (Motion: Mrs. Freiley; Second: Mrs. Quinones).

Approved Motion: Hearing no objections or corrections, the January 31, 2018 special meeting minutes were approved. (Motion: Mrs. Ludlum; Second: Mr. Carter).

C.) Public Comments

There were no public comments.

D.) Communications

Public Restroom Doors

Per Bill Phillips' recommendation, Mrs. Bunner contacted Kemper Construction for a quote to replace the door knobs of the public restrooms. Dan Fitzjarrald recommended replacing the door closers as well to make the doors open easier for children and older adults. The total cost will be \$1850. This item was listed on the long range building maintenance plan.

AED machine

Chris Duvendack suggested Mrs. Bunner contact Carolyn Jacobus about a donation of an AED machine from the Graham Foundation at Graham Hospital. Mrs. Jacobus will pass the request on to the Foundation.

Ludlum Memorial Donation

Mrs. Bunner received a donation of \$1000 in memory of Audra Ludlum from the Ludlum Family. While unrestricted, an emphasis was to be placed on energy efficiencies and/or children's services.

Per Capita Grant monies

Mrs. Bunner received a check for \$11,416.77 for the FY17 Per Capita Grant. The monies will be spent on resource sharing and materials.

eRate Updates

The library received notification of the first reimbursement for eRate funding year 2017 in the amount of \$1103.90. Mrs. Bunner is in the process of reviewing bids for funding year 2018.

Illinois Funds ePay Upgrade

Upgrading to the new Illinois Funds ePay/JetPay device has incurred more costs than originally stated. Mrs. Bunner contacted Roy Keith electric to pull new wiring for the circulation desk to accommodate the new chip reader. The cost of the wiring was \$1607.96. While initially told the library would receive a free chip reader, the library will now be billed for one reader at approximately \$300. Installation has been problematic with some network consulting costs from Sikich to come. Hopefully the device will be ready to go live by the end of February.

Director's Activities in January

Director activities in January: Director's Lunch, Meeting with Fulton County COPE Opioid Coalition, Rotary Board Meetings, Rotary Luncheons.

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for January 2018 (Motion: Mr. Carter; Second: Mrs. Duvendack).

2.) Trustee Resignation

Trustee Chris Duvendack submitted her letter of resignation due to increased work commitments. The Board thanked Mrs. Duvendack for her service.

Approved Motion: The board voted unanimously to accept the resignation with regrets. (Motion: Mrs. Ludlum; Second: Mrs. Freiley).

3.) Trustee Appointment

The Board submitted the name of Laura Kessel as a recommended replacement for Mrs. Duvendack to Mayor McDowell. City Council approved the appointment at their council meeting on February 20, 2018. Mrs. Kessel will fill the remainder of the term until May 2020.

Approved Motion: The board voted unanimously to accept the appointment of Laura Kessel. (Motion: Mrs. Quinones; Second: Mrs. Freiley).

Brad O'Brien, Keely Vollmar, and Kim Freiley have terms that expire in 2018. All expressed a desire to remain on the library board. Mrs. Bunner will submit their names for reappointment to Mayor McDowell in April.

4.) Library Insurance Quotes

Mrs. Bunner presented quotes from Country Financial, State Farm, and Town and Country. While all three quotes were fairly close in total cost, the Board felt the quote from Town and Country offered the most cost effective option and an excellent breadth of coverage. Town and Country offered a 3-year quote on the Property/Casualty portion and a reduced rate for paying D&O upfront for 3 years.

Approved Motion: The board voted unanimously to accept the quote from Town and Country for \$8132.00 for Property/Casualty, \$1433 for Worker's Compensation, and upfront payment of \$7292 for the Pillar package including D&O, Fidelity Bond, and Data Breach. (Motion: Mr. Carter; Second: Mr. Meade).

5.) Library Lighting and Energy Incentives

Mrs. Bunner presented preliminary information on library lighting efficiencies for replacing T-8 florescent lighting with T-8 LED bulbs. A free energy audit has been requested from Ameren Illinois. Aaron Quick supplied a preliminary estimate of outdoor lighting replacement and indoor lighting replacement including the Ameren Energy rebates. Mrs. Bunner will contact Bill Phillips as well and present further information at the March meeting.

6.) Board Bylaws Public Comment Section Update

Mrs. Bunner attended an Open Meetings Act webinar in which Julie Tappendorf of Ancel Glink stated the Public Access Counselor of the Illinois Attorney General's office issued an opinion that public comments at open meetings should not be restricted to only items on the agenda. Mr. Meade noted that this decision is under appeal for a review, but he felt we should update our bylaws to reflect the current ruling and monitor any future judicial rulings.

Approved Motion: The board voted unanimously to approve the redaction of the line in the Board bylaws limiting comments to agenda items only. (Motion: Mr. Meade; Second: Mrs. Quinones).

Adjournment: The meeting was adjourned at 5:00 p.m. (Motion: Mr. Carter; Second: Mrs. Freiley).

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, March 14, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____