

Parlin-Ingersoll Public Library Board of Trustees

Minutes for March 14, 2018

A.) Call to Order:

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

Absent: Michelle Quinones, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the February 21, 2018 minutes were approved. (Motion: Mrs. Freiley; Second: Mrs. Kessel).

C.) Public Comments

There were no public comments.

D.) Communications

AED Machine

Mrs. Bunner sent a letter to the Graham Foundation requesting an AED machine for library use.

Roof Leak

Mrs. Bunner reported a roof leak over the Quiet Reading Room. Western Specialty roofers found and patched a puncture, which is not covered under the warranty.

Water Bill

Mrs. Bunner reported a very large water bill of \$1058.52 resulting from a running toilet in the public restroom. The Water Department was able to reduce the bond portion of the bill so the library payment was \$455.44.

Installation of Elson Memorial Statues

Mrs. Bunner received a quote from Kemper Construction for an amount not to exceed \$1275 for the installation of the Gary Lee Price statues. Mrs. Elson approved the quote and hopes work will be completed by May 1st.

Statements of Economic Interest

Mrs. Bunner distributed the Statements of Economic Interest, which need to be filed with the County Clerk by May 1st. Trustees can return them to Mrs. Bunner at the April meeting or mail them in directly.

Employee Termination

Mrs. Bunner reported the termination of an employee due to excessive absenteeism. The library needed a more reliable employee to meet the library's needs. The library is currently advertising to fill a part-time circulation position and a part-time summer reading assistant position.

Illinois Funds ePay Upgrade

The library went live with the new ePay/JetPay card reader on February 26, 2018. So far, all is going smoothly. Additional networking changes may be needed for PCI compliance at a later date.

Director's Activities in February

Director activities in January: New Trustee Orientation, City Council Meeting Appointment, Rotary Board Meetings, Rotary Luncheons.

E.) Director's Report

1.) Consent Agenda

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

2.) IMRF Audit Review

The City of Canton had an IMRF Audit review. At that time it was discovered the library had never withheld IMRF contributions from bonus checks given to staff. IMRF pensions are based on the top 4 of an employee's last 10 years. The auditor recommended Diana Pavley-Rock, City Clerk and IMRF Agent, correct the reportable wage contributions for all library employees for the last 4 years to include the bonus payments. IMRF contributions consist of 4.5% from the employee and a floating rate of usually 12-13% from the employer. IMRF will then notify the library of the total amount due.

Approved Motion: The board voted unanimously to pay the employee and employer contributions for the bonus payments for affected employees. (Motion: Mr. Carter; Second: Mrs. Kessel).

Monthly payroll registers and IMRF reports will be sent to the City of Canton with the library's payment, and all future bonuses will have IMRF withholdings.

3.) FY19 Budget

Mrs. Bunner reviewed income and expenditure drafts for FY19. Initial income projections are lower than operating expenditures. The board discussed future capital expenditures as well as possible reductions. The Board would like more time to review all the data and revisit the budget again at the April meeting.

4.) Library Lighting and Energy Incentives

Mrs. Bunner spoke with architect Bill Phillips about the LED lighting proposals received from Quick Electric and Ameren. Mr. Phillips expressed concerns about the amount of payback estimated. Such projects usually require an initial cost upfront as well. Mr. Phillips mentioned a possible solar option with Ruyle Mechanical in Peoria. Mrs. Bunner provided him with a copy of the library's latest electric bill to share with Ruyle for a quote. In the meantime, Kelly Utsinger also stopped by the library and offered to give a quote on LED lighting. Mrs. Bunner will continue to keep the Board updated as more information is received.

Adjournment: The meeting was adjourned at 5:30 p.m. (Motion: Mrs. Freiley; Second: Mr. Meade).

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, April 18, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____