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

**Minutes for May 16, 2018**

**A. ) Call to Order:**

**Present:** Pat Carter, Jana Emmons, Laura Kessel, Cathy Ludlum, Trygve Meade, Brad O’Brien, Michelle Quinones, Keely Vollmar

**Absent:** Kim Freiley

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

**Approved Motion**: Hearing no objections or corrections, the April 18, 2018 minutes were approved. (Motion: Mrs. Ludlum; Second: Mrs. Quinones).

**Approved Motion**: Hearing no objections or corrections, the April 25, 2018 Special Meeting minutes were approved. (Motion: Mr. Carter; Second: Mrs. Ludlum).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Statements of Economic Interest**

Mrs. Bunner received the Statement of Economic Interest receipts with a “filed” stamp and will keep them on file at the library.

**Letter from Nancy Elson**

Mrs. Bunner shared a letter from Nancy Elson about foundations and the press coverage of the Elson Memorial.

**Charles D. Ingersoll Quarterly Trust Meeting**

Mrs. Bunner reported the beneficiaries were pleased with the information received at the trust meeting on April 25, 2018.

**Director’s Activities in April**

Director activities in April: RAILS meeting on employee performance, Rotary District Assembly, Rotary Board Meeting, Rotary Luncheons, Charles D. Ingersoll Trust Meeting

**E.) Director’s Report**

1. **Consent Agenda**

**Approved Motion:** The board voted unanimously to approve the consent agenda for April 2018 (Motion: Mr. Meade; Second: Ms. Emmons).

1. **Library Lighting and Energy Incentives**

Mrs. Bunner reviewed information received from Bill Phillips related to a solar energy proposal from Ruyle Mechanical. Mr. Phillips felt the risk was high, the return was low, and any needed roof repairs beneath the panels would be problematic. In addition, the previous incentives for LED lighting did not show a payback worth considering at this time given other more pressing building maintenance.

1. **Library Non-resident Fees**

As required by the Illinois State Library and RAILS library system, the Board needs to annually approve a non-resident fee as well as approve accepting non-resident library cards from other libraries. Our non-residents are those residing outside the city of Canton but within the Canton Union School District with the exception of those residents of Dunfermline, who are already residing in the Lewistown Carnegie Library District.

Below are the calculations for the non-resident fee using the recommended formula from the Illinois State Library:

Equalized assessed valuation of the City of Canton for 2017=$132,734,482

$132,734,482 x .0013 (minimum library tax rate)=$172,554.83

$172,554.83 ÷ 14,704 (2010 Canton population) = $11.74 per person

$11.74 x 2.28 (average household size per 2010 Census) = $26.77

1592 non-resident cardholders represent 840 households

840 x $26.77= $22,486.80

**Approved Motion:** The board voted unanimously to approve issuing non-resident cards, approve the fees listed above, and approve the Charles D. Ingersoll Trust funding these fees. (Motion: Mr. Carter; Second: Mrs. Kessel).

1. **Freedom of Information Act Policy**

Mrs. Bunner presented a draft of the Freedom of Information Act Policy for FY2019. Mr. Meade noted a recommended change in wording to state “no local tax or property taxes are levied for any purpose.” Changes in board officers will also be noted.

**Approved Motion:** The board voted unanimously to approve the Freedom of Information Act Policy as corrected. (Motion: Mr. Meade; Second: Mrs. Quinones).

1. **Patrons with Disabilities Policy**

Mrs. Bunner presented a draft policy. Mr. Meade suggested several edits. Mrs. Bunner will send an edited copy to Mr. Meade for final verification before distribution.

**Approved Motion:** The board voted unanimously to accept the policy with the edits suggested by Mr. Meade (Motion: Mr. Meade; Second: Mrs. Quinones).

1. **Notary Public Service Policy**

**Approved Motion:** The board voted unanimously to approve the Notary Public Service policy (Motion: Mr. Meade; Second: Mrs. Kessel).

1. **Identity Protection Policy**

**Approved Motion:** The board voted unanimously to approve the Identity Protection policy (Motion: Mr. Meade; Second: Mrs. Vollmar).

1. **Interlibrary Loan Policy**

**Approved Motion:** The board voted unanimously to approve the Interlibrary Loan policy (Motion: Mr. Meade; Second: Mrs. Ludlum).

1. **Personnel Policy**

The board began discussing several areas of the current policy. Mr. Meade offered to meet with Mrs. Bunner to review additional details and present a draft to the full board at the June meeting for further discussion.

**10.) Final Approval of Trustee Appointments**

**Approved Motion:** The board voted unanimously to accept the mayoral re-appointments of Brad O’Brien, Kim Freiley, and Keely Vollmar to the library board for 3 year terms from 2018-2021. (Motion: Mr. Meade; Second: Mr. Carter).

**11.) Appointment of Library Officers for FY19**

**Approved Motion:** The board voted unanimously to appoint Jana Emmons as Treasurer (Motion: Mr. Carter; Second: Mr. Meade).

**Approved Motion:** The board voted unanimously to re-appoint Michelle Quinones as Secretary (Motion: Mr. Meade; Second: Ms. Emmons).

**Approved Motion:** The board voted unanimously to re-appoint Trygve Meade as Vice-President (Motion: Mr. Carter; Second: Mrs. Quinones).

**Approved Motion:** The board voted unanimously to re-appoint Brad O’Brien as President (Motion: Ms. Emmons; Second: Mrs. Kessel).

**Adjournment:** The meeting was adjourned at 5:15 p.m. (Motion: Mrs. Ludlum; Second: Mrs. Vollmar).

***NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, June 20, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

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

Secretary