

Parlin-Ingersoll Public Library Board of Trustees

Minutes for June 20, 2018

A.) Call to Order:

Present: Jana Emmons, Kim Freiley, Laura Kessel, Cathy Ludlum, Brad O'Brien, Michelle Quinones, Keely Vollmar

Absent: Pat Carter, Trygve Meade

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the May 16, 2018 minutes were approved. (Motion: Mrs. Ludlum; Second: Mrs. Quinones).

C.) Public Comments

There were no public comments.

D.) Communications

Employment of Catherine Calvert

Catherine Calvert had submitted her letter of resignation to accept a position at Eastview Elementary School. She later reconsidered her decision and will be staying on as the library's Youth Services Librarian.

Comcast Contract Confusion

Mrs. Bunner signed a contract with Comcast through eRate on February 26, 2018. The contract is to begin July 1, 2018. It is for 2 years, increases our bandwidth from 50 Mbps to 75 Mbps, and will keep our existing static IP addresses. In late May Comcast contacted Mrs. Bunner stating we needed a new account number since our current account is a residential account, not a business account. They noted the name on the account was incorrect (Ingersoll Library Parlin), which we had tried to change for a number of years. In addition, they said we needed new static IP addresses. Mrs. Bunner explained to our sales representative how costly changing IP addresses would be. Mrs. Bunner continues to work with our sales representative to keep the existing IP addresses per the contract and to correct the other issues. She was told it would not affect our service nor our eRate filings.

ATT Phone Contract

We are no longer eligible for eRate funding for telephone/voice communications. Mrs. Bunner signed a 1 year contract with ATT to continue our existing service.

Security Camera Future Planning

Our security camera system had a hard drive failure. JJ Koehler from FSS Inc. told Mrs. Bunner the warranty on the hard drives is for 3 years. In addition, he recommends renewing the software, which expires in February 2019. He will contact Mrs. Bunner in January with some quotes on the software renewal and the replacement alternatives for the hard drives.

Polaris Patron Registration Purge

While compiling statistics for the annual report, Mrs. Bunner questioned the continued increases seen in library card registrations over the past several years. While the library had the correct parameters set in our system to do the purge of inactive patrons every 3 years, a SQL job to run the process had never been setup on our system. Our Polaris site manager corrected the problem and ran the job. It resulted in a large number of inactive patron accounts being deleted. While this does not affect our circulation counts, it does drastically lower the number of patron cardholders. This SQL job is now set to run automatically every June 1st.

Director's Activities in May

Director activities in May: City Council Meeting for Trustee Appointments, Friendship Festival Queen Candidate Dinner for Rotary, Rotary Board Meetings, Rotary Luncheons, and Chamber of Commerce Coffee.

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for May 2018 (Motion: Mrs. Freiley; Second: Mrs. Vollmar).

2.) Prevailing Wage Ordinance

Mrs. Bunner presented the Prevailing Wage Ordinance as compiled by attorney Phil Lenzini.

Approved Motion: The board voted unanimously to approve the Prevailing Wage Ordinance (Motion: Mrs. Vollmar; Second: Mrs. Kessel).

3.) Library Annual Report

Mrs. Bunner presented the FY18 Annual Report. Mrs. Kessel noted a correction on p. 9 as the State of Illinois no longer has a budget impasse.

Approved Motion: The board voted unanimously to approve the annual report as corrected and a copy will be sent to Mayor McDowell (Motion: Mrs. Ludlum; Second: Ms. Emmons).

4.) Illinois Public Library Annual Report (IPLAR)

Mrs. Bunner presented the FY18 IPLAR report for approval. The Board President and Secretary will need to electronically sign the document if approved.

Approved Motion: The board voted unanimously to approve the FY18 IPLAR document (Motion: Mrs. Freiley; Second: Mrs. Quinones).

5.) Code of Conduct Policy

Mrs. Bunner presented two possible drafts for the Code of Conduct Policy. The first is the current policy with some edits, and the second is a draft based on the policy by attorney Phil Lenzini from the Illinois Administrative Ready Reference website. Discussion followed.

Approved Motion: The board voted unanimously to accept the Code of Conduct Policy based on the Illinois Administrative Ready Reference version with the edits presented. (Motion: Mrs. Emmons; Second: Mrs. Freiley).

6.) Personnel Policy

Mrs. Bunner met with Mr. Meade to discuss the personnel policy. Mr. Meade and an intern on his staff will review the policy for recommendations and report back to the board at a later date with a proposed draft.

7.) Per Capita Grant FY18

Mrs. Bunner reviewed the requirements for the FY18 Per Capita Grant. She presented a tentative timeline for completion of the requirements. Chapters 6-7 of the Trustee Fact File were reviewed this month.

Adjournment: The meeting was adjourned at 5:05 p.m. (Motion: Mrs. Quinones; Second: Mrs. Freiley).

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

Attest: _____
Secretary

Date: _____