

Parlin-Ingersoll Public Library Board of Trustees

Minutes for July 18, 2018

A.) Call to Order:

Present: Pat Carter, Jana Emmons, Kim Freiley, Cathy Ludlum, Brad O'Brien, Trygve Meade, Keely Vollmar

Absent: Laura Kessel, Michelle Quinones

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the June 20, 2018 minutes were approved. (Motion: Mrs. Ludlum; Second: Mrs. Freiley).

C.) Public Comments

There were no public comments.

D.) Communications

Plaster Repair

Mrs. Bunner contacted Bobby Taylor with Mid Illinois Construction for a quote to repair a damaged door entryway.

Illinois Library Association Trustee Day

The Illinois Library Association's Trustee Day is at the Peoria Civic Center on Thursday, October 11, 2018. We have budgeted for 5 trustees to attend. Please let Mrs. Bunner know at the August meeting if you will be able to attend.

Roofing Update

Architect Bill Phillips is preparing for bids to replace the 1994 section of the library's roof. The bid opening will be in early August, and Bill will have a recommendation for board approval by the August 15th meeting. He suggested reviewing options for the parking lot work after the roof bid is accepted.

E-mail Requesting Filming at the Library

Mrs. Bunner received an e-mail request from BBF Productions to film at the library in September. Luke Taylor, a Canton native, and Marissa Lessman run an independent film production company in Chicago. Mrs. Bunner offered to remain at the library during any filming after hours. If the company does not have a certificate of insurance, Mr. Meade offered to draw up a short liability waiver form.

Resignation of Debbie Sorrill

Youth Services Assistant, Debbie Sorrill, submitted a letter of resignation effective August 1, 2018. Mrs. Sorrill has been a valuable library employee since 2000. She is retiring to spend time with her

family and new grandchild. Mrs. Bunner will be analyzing library needs and job restructuring in the coming weeks.

New Page Hires

Samantha Tindall and Eleanor Fournier have been hired as library pages.

MidAmerica National Bank Forms

Mrs. Bunner has contacted Sue Freiley at MidAmerica National Bank to update bank documents to reflect new library officers.

Audit Update

Andy Saltzman and Robert Plier of Ginoli & Company are preparing the library's FY18 audit. Mr. Carter and Mrs. Bunner have reviewed the draft financial statements. Final copies should be ready for board approval at the August meeting.

Charles D. Ingersoll Trust Meeting

The beneficiaries of the Charles D. Ingersoll Trust will have their quarterly meeting on Wednesday, July 25, 2018, at 1:00 p.m. in the Mid-America National Bank Conference Room.

Director's Activities in June

Director activities in June: Meeting with auditors from Ginoli & Company, Rotary Board Meeting, and Rotary Luncheons.

E.) Director's Report

1.) Consent Agenda

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

2.) Bloodborne Pathogens Policy

Approved Motion: The board voted unanimously to approve the Bloodborne Pathogens Policy (Motion: Mr. Meade; Second: Mrs. Vollmar).

3.) Code of Ethics Policy

Approved Motion: The board voted unanimously to approve the Code of Ethics Policy (Motion: Mr. Carter; Second: Mr. Meade).

4.) Ethics Statement for Public Library Trustees

Approved Motion: The board voted unanimously to approve the Ethics Statement for Public Library Trustees (Motion: Mr. Meade; Second: Mrs. Freiley).

5.) Immigration Compliance Policy

Approved Motion: The board voted unanimously to accept the Immigration Compliance Policy (Motion: Mrs. Ludlum; Second: Mrs. Freiley).

6.) Display Space Policy

After some discussion it was decided to table approval of this policy until the next meeting.

7.) Disposal of Surplus Library Materials

Approved Motion: The board voted unanimously to approve the Disposal of Surplus Library Materials (Motion: Mr. Meade; Second: Mrs. Vollmar).

8.) Drug and Alcohol Free Library Policy

Approved Motion: The board voted unanimously to approve the Drug and Alcohol Free Library Policy (Motion: Mr. Meade; Second: Mr. Carter).

9.) Reference and Reader's Advisory Policy

Approved Motion: The board voted unanimously to approve the Reference and Reader's Advisory Policy with suggested edits (Motion: Mrs. Ludlum; Second: Mr. Meade).

10.) Per Capita Grant FY18 Review

The board reviewed Chapters 8-10 of the *Trustee Fact File*.

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

NEXT MEETING: *The Board of Trustees will hold their next regular meeting Wednesday, August 15, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____