

Parlin-Ingersoll Public Library Board of Trustees

Minutes for August 15, 2018

A.) Call to Order:

Present: Pat Carter, Jana Emmons, Laura Kessel, Cathy Ludlum, Brad O'Brien, Michelle Quinones

Absent: Kim Freiley, Trygve Meade, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the July 18, 2018 minutes were approved. (Motion: Mr. Carter; Second: Mrs. Ludlum).

Approved Motion: Hearing no objections or corrections, the July 25, 2018 special meeting minutes were approved. (Motion: Mrs. Ludlum; Second: Mr. Carter).

C.) Public Comments

There were no public comments.

D.) Communications

Elson Trust

Mrs. Bunner received an annual disbursement check of \$1590.00 from the James J. Elson Trust. This is an increase of \$30.00 from last year.

Security Cameras

Mrs. Bunner reported two of eight hard drives have failed on the security camera server. While under warranty, replacements cannot be found. For now we will reduce our backup to RAID 5 from RAID 6 and retain only 7 days of footage instead of 12 days. Mrs. Bunner hopes to have costs to upgrade the system in early January.

Staff Reorganization

After the resignation of Debbie Sorrill, Mrs. Bunner promoted Robin Kapala to full-time status. In addition, Esther Marrero has been hired full-time as a Library Assistant. Mrs. Bunner hopes to start Ms. Marrero's employment September 1st with her first day of work on September 4th due to the holiday.

Visit from Rep. Cherie Bustos

Congresswoman Cherie Bustos came to the library on July 31, 2018 to present books from the Library of Congress Surplus Books Program. Fifty titles were received.

Update on Possible Filming

Mrs. Bunner has not had any further updates on the filming at the library for Luke Taylor's BBF Productions. Mr. Meade will provide a waiver of liability form.

Director's Activities in July

Director activities in July: RAILS member meet-up, RAILS Rural Directors meeting, Director's Lunch, Rotary Music in the Park, Ingersoll Trust meeting, AED training, 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 July 2018 (Motion: Mrs. Quinones; Second: Mr. Carter).

2.) Bid Acceptance for the 1994 Roof Replacement

Approved Motion: The board voted unanimously to approve the bid of \$71,498 from R.A. Oldeen, Inc. (Motion: Mr. Carter; Second: Mrs. Kessel).

3.) FY18 Audit

Approved Motion: The board voted unanimously to accept the FY18 Audit by Ginoli and Company (Motion: Mrs. Ludlum; Second: Mrs. Quinones).

4.) ILA Conference

Mrs. Bunner presented information about Trustee Day at the ILA Conference at the Peoria Civic Center on October 11, 2018. Brad O'Brien, Jana Emmons, and Cathy Ludlum will attend. Laura Kessel will let Kim know no later than September 1st if she can attend, and Mrs. Bunner will contact Mr. Meade about his attendance as well.

5.) Display Space Policy

Approved Motion: The board voted unanimously to approve the Display Space Policy (Motion: Ms. Emmons; Second: Mrs. Quinones).

6.) Collection Management and Selection Policy

The board discussed the Collection Management and Selection Policy as well as the guidelines for Adult Fiction Print and Non-Print Materials, Adult Non-Fiction Print and Non-Print Materials, Music and Film, and Juvenile and Young Adult Print Materials.

Approved Motion: The board voted unanimously to approve the Collection Management and Selection Policy and all guidelines (Motion: Mr. Carter; Second: Mrs. Quinones).

7.) MidAmerica National Bank Investment Policy

At the quarterly review of the Charles D. Ingersoll Trust, Rick Imhoff presented the September 2017 Investment Policy for the Trust. He felt there were no changes to be made in September 2018.

Approved Motion: The board voted unanimously to approve the existing policy for another year (Motion: Mr. Carter; Second: Mrs. Kessel).

8.) MidAmerica National Bank Corporate Resolution

After some discussion the Board felt the resolution as presented should note the requirement of two of the three signatures for the transaction of any business pertaining to any investment management agency account. Mrs. Bunner will contact Sue Freiley to draw up another document to present to the Board at the September meeting.

9.) Per Capita Grant FY18 Review

The board reviewed the Illinois Veterans History Project and *Serving Our Public*, Chapter 8 on Public Services: Reference and Reader's Advisory Services.

Adjournment: The meeting was adjourned at 4:40 p.m.

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, September 19, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____