

Parlin-Ingersoll Public Library Board of Trustees

Minutes for September 19, 2018

A.) Call to Order:

Present: Kim Freiley, Cathy Ludlum, Trygve Meade, Brad O'Brien, Keely Vollmar

Absent: Pat Carter, Jana Emmons, Laura Kessel, Michelle Quinones

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the August 15, 2018 minutes were approved. (Motion: Mrs. Ludlum; Second: Mr. Meade).

C.) Public Comments

There were no public comments.

D.) Communications

Staffing Updates

Esther Marrero, Library Assistant, started working as of September 1st. Accounts Manager Debbie Massey rescinded her resignation as her husband is back working in the Midwest.

Roofing Updates

Work has begun on the replacement of the 1994 section of roofing. Weather permitting work should be completed within a week or so.

ILA Conference

Three staff members and five trustees will be attending the Illinois Library Association Conference in Peoria in October. Trustee Day is on Thursday, October 11th. Parking and carpool arrangements were discussed.

Update on Filming at the Library

Filming by screenwriter, Lucas Taylor, is planned for Friday, September 21st.

Director's Activities in August

Director activities in August: Bid opening for Roof Replacement, Guest Speaker at a PEO group in Canton, Staff Performance Reviews, Staff Strategic Planning Meeting, 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 August 2018 (Motion: Mr. Meade; Second: Mrs. Freiley).

2.) MidAmerica National Bank Corporate Resolution

Approved Motion: The board voted unanimously to approve the Corporate Resolution requiring two of three signatures (Director, President, or Treasurer) to open accounts, make transfers, request distributions, and otherwise transact business pertaining to the library reserves trust account. (Motion: Mr. Meade; Second: Mrs. Ludlum).

3.) Join Find More Illinois Project from RAILS

Since 2013 RAILS has been developing an overlay project to join interested libraries and consortia into one online catalog for the State of Illinois. After an initial pilot project this year, RAILS is now offering additional libraries to join this project. Mrs. Bunner requested a quote on costs for our library to join. For a limited time RAILS is covering the library system implementation cost for standalone libraries, and for our library that cost is \$800. RAILS and Auto-Graphics staff will help with the data coordination and access. Training for staff will be provided. The library's implementation fee is \$150. An annual membership fee based on the library's materials budget would be \$600 for each of the first two years.

Anyone can search for items in Find More Illinois (<https://findmoreillinois.org/>). Patrons of member libraries will be able to initiate their own interlibrary loan requests, which will be shipped to their home libraries. Find More Illinois will complement our current OCLC services, but has the possibility of including more Illinois libraries who are not members of OCLC. With the RAILS incentives, it is also a very economical addition to our resource sharing services.

Approved Motion: The board voted unanimously to join the Find More Illinois project (Motion: Mrs. Freiley; Second: Mrs. Vollmar).

4.) Strategic Plan Review

Mrs. Bunner presented the annual review of the current Strategic Plan covering FY2015-FY2019. In addition, Mrs. Bunner presented some current Canton demographics and comparative library statistics. Mrs. Bunner and the staff met to create a draft plan for FY2020-FY2024. While the goals have remained the same, several objectives have been updated particularly in the area of technology and facilities. Staff development, readers' advisory, and the library's 125th anniversary in FY2020 were also discussed.

Approved Motion: The board voted unanimously to approve the FY2020-FY2024 plan (Motion: Mr. Meade; Second: Mrs. Freiley).

5.) Per Capita Grant FY18 Review

The board reviewed information from webinars on serving patrons with disabilities as part of the requirements for the Per Capita Grant for FY18.

Adjournment: The meeting was adjourned at 5:10 p.m.

NEXT MEETING: *The Board of Trustees will hold their next regular meeting Wednesday, October 17, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____