

Parlin-Ingersoll Public Library Board of Trustees

Minutes for October 17, 2018

A.) Call to Order:

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

Absent: Kim Freiley, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the September 19, 2018 minutes were approved. (Motion: Mrs. Ludlum; Second: Mr. Meade).

C.) Public Comments

There were no public comments.

D.) Communications

Parking Lot

Mrs. Bunner shared a letter she received today from architect Bill Phillips about doing crack repair and paving repair on the parking lot. He is seeking quotes for the work, which he hopes can be completed as soon as possible. If the quotes are under \$2500, Mrs. Bunner can approve them. If they are higher, the Board will hold a special meeting on Wednesday, October 24, 2018, at 12:30 p.m. to approve the bids.

Mr. Phillips will re-evaluate the condition of the parking lot and the sidewalk in the spring.

Library 125th Anniversary

Mrs. Bunner has contacted Mitch Williams to perform at the library's 125th anniversary celebration on September 5, 2019. Sage Zink will play guitar in the late morning and again in the afternoon. Plans for an afternoon talk about the library history is also being considered. Staff is investigating purchasing special library book bags, pens, and notepads as well as serving cookies and coffee.

Charles D. Ingersoll Trust Meeting

The beneficiaries of the Charles D. Ingersoll Trust will meet on Wednesday, October 24th, at 1:00 p.m. at the MidAmerica National Bank Conference Room.

Roofing Update

The contractors are finishing the final sheet metal work on the east section of the roof.

ILA Conference

Mrs. Bunner and the trustees who attended the ILA Conference in Peoria shared their experiences.

Update on Filming at the Library

All film shooting for Luke Taylor's film, *Break*, has been completed. Library scenes were filmed in the hotspot area and at the entrance.

Director's Activities in September

Director activities in September: Library Interview for the Local Cable Channel, Pre-Construction Meeting for Library Roofing Project, Meeting on Mental Health First Aid for Librarians, Chamber of Commerce Coffee, 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 September 2018 (Motion: Mr. Meade; Second: Mrs. Quinones).

2.) Program Room Policy

Mrs. Bunner presented several drafts of the Program Room policy for discussion. The Board also discussed the availability of meeting space in the community.

Approved Motion: The board voted unanimously to approve a shortened version of the Program Room Policy limiting use to only library programs. (Motion: Mrs. Ludlum; Second: Mrs. Kessel).

3.) Per Capita Grant FY18 Review

While the library has completed the requirements for the FY18 grant, the application is not yet available online. Approval will be tabled until the November meeting.

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

NEXT MEETING: *The Board of Trustees will hold their next regular meeting Wednesday, November 28, 2018, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.*

Attest: _____
Secretary

Date: _____