

# **Parlin-Ingersoll Public Library Board of Trustees**

## **Minutes for November 28, 2018**

### **A.) Call to Order:**

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

**Absent:** Laura Kessel

### **B.) Approval of Previous Minutes:**

**Approved Motion:** Hearing no objections or corrections, the October 17, 2018 minutes were approved. (Motion: Mr. Meade; Second: Mr. Carter).

**Approved Motion:** Hearing no objections or corrections, the October 24, 2018 Special Meeting #1 minutes were approved. (Motion: Mrs. Ludlum; Second: Mr. Meade).

**Approved Motion:** Hearing no objections or corrections, the October 24, 2018 Special Meeting #2 minutes were approved. (Motion: Mr. Meade; Second: Mrs. Ludlum).

### **C.) Public Comments**

There were no public comments.

### **D.) Communications**

#### **Debbie Massey Resignation**

Mrs. Bunner shared a resignation letter she received from Debbie Massey. Mrs. Massey's last day will be Friday, November 30, 2018. She worked for the library for 17 years. DeAnna Williams has been hired as the new Accounts Manager starting December 1, 2018

#### **Parking Lot Update**

Parking lot patch repairs by Spoon River Blacktop and crack repairs by Mapes Asphalt Service have been completed.

#### **Illinois ePay Compliance**

Mrs. Bunner and Ben Smith completed the PCI compliance work with Trustwave, the company selected by Illinois Funds to do credit/debit card compliance testing and scanning. An annual assessment must be done in October each year as well as monthly vulnerability scans. After consulting with John Goulden at Sikich for our network issues, the library passed the testing and scans.

#### **Director's Activities in October**

Director activities in October: Meetings with Bill Phillips on parking lot repairs, Find More

Illinois project demonstrations; Illinois Library Association conference; Ingersoll Trust Meeting; 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 October 2018 (Motion: Mr. Carter; Second: Ms. Emmons).

### **2.) Ameren Lighting Incentives**

Architect Bill Phillips reviewed information about the Ameren lighting incentives and the proposal from electrician Kelly Utsinger. Mr. Phillips consulted with an electrical engineer on his staff as well as another supplier. This incentive differs from the previous one last spring. Bill outlined his recommendations:

1. No delamping be included in the project. All bulbs in the existing fixtures should be replaced on a 1:1 ratio
2. Current charges to the Library in the amount of \$594.00 be removed and that the project proceed with no cost to the Library
3. The Library notify Kelly's Electric, Inc., that work done at the Library will need to comply with the Illinois prevailing wage act and that certified payrolls need to be submitted to the Library
4. Kelly's provide the Library with the written warranty for the replacement lamps
5. Prior to starting the project, a current insurance certificate for Kelly's Electric, Inc. be given to the Library
6. Kelly's will haul off the existing bulbs and dispose of them in the correct environmental manner
7. Provide a complete copy of the entire assessment with the zero balance for the library's signature

In addition, Mr. Utsinger texted Mr. Carter he would replace all ballasts, if they would fail, at a cost of \$10-\$12 with no additional labor costs.

**Approved Motion:** The board voted unanimously to accept the zero dollar assessment proposed by Mr. Utsinger with the above recommendations included. (Motion: Mrs. Quinones; Second: Mrs. Freiley).

### **Charles D. Ingersoll Trust Investment Policy Statement**

Mrs. Bunner received a copy of the October 19, 2018 policy statement from Rick Imhoff, Executive Vice President & Senior Trust Officer, MidAmerica National Bank. The statement is the same as the 2017 policy statement with the exception of some additional benchmarks.

**Approved Motion:** The board voted unanimously to approve the October 19, 2018 policy statement. (Motion: Mr. Carter; Second: Mr. Meade).

### Personnel Policy

Mrs. Bunner and Mr. Meade reviewed the proposed major changes to the personnel policy. Primary changes included the sections on background checks and references, on the dress code, and on the employment of relatives.

**Approved Motion:** The board voted unanimously to accept the proposed revision of the personnel policy (Motion: Mr. Meade; Second: Mr. Carter).

### Per Capita Grant FY19

Mrs. Bunner presented the application for the FY19 Per Capita Grant. The Board has completed the required elements for the grant.

**Approved Motion:** The board voted unanimously to approve the application and authorize Mrs. Bunner to submit it to the Illinois State Library (Motion: Mr. Meade; Second: Mrs. Freiley).

### Review of Closed Session October 17, 2016

The Board reviewed the approved minutes from the closed session on October 17, 2016. The Board felt there was no longer a good reason for those minutes to remain closed.

**Approved Motion:** The board voted unanimously to approve release of the minutes from the closed session of October 17, 2016 (Motion: Ms. Emmons; Second: Mr. Carter).

### Christmas Bonuses

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Accordingly, I recommend we award the same level as last year. Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 4 new hires not yet eligible since they have not worked the entire year as well as one employee leaving before the end of the year. The amounts below have been included in the amount budgeted for FY18.

<u>Monetary Award</u>	<u>Eligible Criteria</u>	<u>Eligible Employees</u>	<u>Total</u>
<u>Payout</u>			
\$150	40 hours per week	4	\$ 600.00
\$100	20 or more hours per week	3	\$ 300.00
\$ 50	12 or more hours per week	1	\$ 50.00
\$ 25	under 12 hours per week	2	\$ 50.00
		10	\$1000.00

**Approved Motion:** The board voted unanimously to approve above Christmas bonuses (Motion: Mrs. Quinones; Second: Mrs. Ludlum).

### **Phone System Update**

Mrs. Bunner reviewed the various options for updating the library's telephone system. She and Ben Smith looked at proposals from United Security Communications, Heart Technologies, Comcast, and Americall. At this time Mrs. Bunner felt the need to keep the analog lines for safety reasons for fire alarm monitoring and a power-fail phone. The option proposed by Americall included the purchase of telephones, which could later be retrofitted to do Voice over IP, for a minimal one-time fee. In addition, with the addition of a 48-port switch, the library could use existing cables and avoid the need for additional electrical wiring.

**Approved Motion:** The board voted unanimously to approve accept the bid from Americall for \$8,532.11 (Motion: Ms. Emmons; Second: Mr. Carter).

### **Money Market Transfer**

Given the unexpected costs of the parking lot repairs and the phone system, Mrs. Bunner recommended a transfer of \$30,000 from the money market account to the checking account.

**Approved Motion:** The board voted unanimously to approve \$30,000 transfer (Motion: Mrs. Ludlum; Second: Mrs. Quinones).

### **Checked Out and Unreturned Items**

Mrs. Bunner present a report of items that were not returned in FY18. By the time these items are withdrawn from the system, most of the costs have not been recovered. In addition, any items recovered after such a long period might have already been replaced. The losses were about 12% lower than in FY17. The percentage of losses compared to our circulation is 0.21%, a very low rate.

### **Approval of Meeting Dates for 2019**

By law a list of regular Library Board of Trustee meeting dates must be prepared and approved at the beginning of the calendar year or fiscal year.

**Approved Motion:** The board voted unanimously to approve the 2019 meeting dates (Motion: Mr. Meade; Second: Mrs. Quinones).

**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, January 16, 2019, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_