

Parlin-Ingersoll Public Library Board of Trustees
Minutes for January 16, 2019

A.) Call to Order:

Present: Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Michelle Quinones, Brad O'Brien, Keely Vollmar

Absent: Pat Carter, Jana Emmons

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the November 28, 2018 minutes were approved. (Motion: Mrs. Freiley; Second: Mr. Meade).

C.) Public Comments

There were no public comments.

D.) Communications

Property Tax Exemptions

Mrs. Bunner filed the property tax exemption forms for library properties.

Statements of Economic Interest

Mrs. Bunner reported the names of staff and board required to file Statements of Economic Interest to the Fulton County Clerk.

Phone System Update

Americall Communications, Inc., installed the new phone system on January 3, 2019. All is working well. The only remaining work to be done is for the library network consultant to open the firewall for Americall to access the system remotely for any future service calls.

Lighting Project Update

Kelly Utsinger completed the Ameren Incentive for LED light bulb replacements. He also replaced 12 ballasts and re-wired other fixtures directly to no longer need ballasts. Bill Phillips surveyed the amount of lumens now projected and found certain areas are much brighter than recommended for reading. He suggested removing one bulb from these fixtures and storing those bulbs for future use.

Trustee Candidates

Pat Carter will not be renewing his term on the Board this May. The Board will consider possible replacements in the next few months.

Director's Activities in November and December

Director activities in November: Canton Area Heritage Center Annual Meeting, Find More Illinois Training, Directors' Lunch, Planning for the Future City of Canton Luncheon, Chamber of Commerce Coffee, Rotary Board Meeting, Rotary Luncheons

Director activities in December: Canton Area ADP Roundtable, Meade Law Open House, Rotary Fruit Sales, Rotary Board Meeting, Rotary Luncheons

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for November 2018 (Motion: Mrs. Ludlum; Second: Mrs. Quinones).

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

2.) Review of Closed Sessions

The Board should review its closed sessions twice per year. The Board does not have any closed sessions at this time.

3.) Online Banking Application

Mrs. Bunner presented an online banking application for the library's checking account at MidAmerica National Bank. It would be a time savings to be able to print the monthly statement online instead of waiting for the printed copy to arrive in the postal mail.

Approved Motion: The board voted unanimously to approve the online application for access to view statements. (Motion: Mrs. Kessel; Second: Mr. Meade).

4.) Polaris Upgrade in August 2019

Mrs. Bunner is in the process of getting a quote from Innovative Interfaces for an upgrade to our current Polaris system from 2014. Michael Macenas, our sales representative, said they no longer include hardware in their quotes, but they would send us the recommended specifications for the hardware as well as the quote for the software. Servers and computers have been purchased through Dell. Network consulting will be involved in the staging and setup. Mrs. Bunner will present more information as it becomes available.

5.) Comparative Salaries

Every two years the board has asked for comparative salary statistics. Mrs. Bunner presented data gleaned from the Illinois Public Library Annual Reports (IPLAR) for libraries in a select peer group.

6.) Charles D. Ingersoll Trust

The Charles D. Ingersoll Trust closed at \$23,345,543.84 on December 31, 2018. We are rolling off the 2015 figure of \$23,456,947. Mrs. Bunner had optimistically budgeted for the close to remain the same as 2017 at \$25,803,835. Thus, our FY19 income from the Charles D. Ingersoll Trust will most likely be about \$606,000 instead of \$616,000. Our interest income from the reserves should be a bit higher than the \$8000 budgeted so this should help. We have not received our Per Capita Grant monies either. This drop is not only a concern for the current fiscal year, but a concern for the possible growth of the trust in keeping up with inflation in future years as the value seems to have reached a steady state. Discussion followed.

The quarterly trust meeting for the beneficiaries will be on Wednesday, January 24, 2019, at 1:00 p.m. in the MidAmerica National Bank conference room.

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

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, February 20, 2019, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____