

Parlin-Ingersoll Public Library Board of Trustees
Minutes for March 20, 2019

A.) Call to Order:

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

Absent: None

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the February 20, 2019 minutes were approved. (Motion: Mr. Meade; Second: Ms. Emmons).

C.) Public Comments

There were no public comments.

D.) Communications

Canton HR Roundtable

A group of Canton area employees have formed an HR (Human Resources) Roundtable to discuss issues. Initiated by City Clerk Diana Pavley-Rock, the group includes staff from Spoon River College, MidAmerica National Bank, Hy-Vee, Walmart, Holthaus Construction, Canton School District, Red Oak, Renaissance, and Cook Medical. The library is hosting the upcoming meeting on April 4th.

Story Time Circle

Mrs. Elson approached Mrs. Bunner about the use of the Story Time Circle by Larry Eskridge for Fulton County Playhouse programming. Mrs. Bunner reminded Mrs. Elson of the safety and liability issues of the area and suggested Mr. Eskridge contact her directly with further questions.

Per Capita Grant Monies

The library received their FY18 Per Capita Grant of \$18,380 last week. This payment came about one year after the award letter. This morning the library received an award letter of \$18,380 for the FY19 Per Capita Grant.

Staff Resignation

High school student Samantha Tindall resigned due to school commitments. Her last day will be March 21, 2019. Her position will not be replaced, but a portion of her hours will be given to an existing employee.

Statements of Economic Interest

Statements of Economic Interest were distributed.

Director's Activities in February

Director activities in January: Rotary Board Meeting, Rotary Luncheons, Chamber of Commerce Coffee

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for February 2019 (Motion: Mr. Carter; Second: Mrs. Quinones).

2.) Trustee Candidates

The Board prioritized four possible trustee candidates for the library board.

Approved Motion: The Board voted unanimously for Mr. O'Brien to approach each candidate in order of preference and use his own best judgment in selection. (Motion: Mrs. Kessel; Second: Mrs. Freiley)

3.) Social Media Policy

Mrs. Bunner presented a revision to the Social Networking Policy.

Approved Motion: The Board voted unanimously to accept the revision to the Social Networking Policy. (Motion: Mr. Meade; Second: Mrs. Freiley)

4.) Polaris/Innovative Quote for Migration

Mrs. Bunner reported the Polaris migration quote for August 2019 was \$1200 instead of the projected \$2600. Since the amount was under \$2500, Mrs. Bunner signed the agreement. The invoice will come after the work is completed in August.

5.) Annual Reference Survey

Mrs. Bunner presented the annual reference survey. These statistics have remained the same for many years now. During the sample week we had 39 total reference questions primarily in the mornings and afternoons.

6.) FY20 Budget Drafts

The Board discussed several areas of the budget. Income from the Charles D. Ingersoll Trust has struggled to keep up with inflation over the past decade. Other sources of income were discussed as were the effects of the increase in minimum wage from 2020-2025. Mr. Meade and Ms. Emmons commented decisions regarding these issues will need to be re-evaluated each year. Mr. O'Brien expressed concerns over the large amount of capital expenses planned in FY20 and perhaps to proceed cautiously in FY20. The Board asked Mrs. Bunner to present some revised salary spreadsheets for the next meeting.

Adjournment: The meeting was adjourned at 5:20 p.m. (Motion: Mr. Carter; Second: Mrs. Kessel).

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, April 17, 2019, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____