

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for April 17, 2019**

**A.) Call to Order:**

**Present:** Pat Carter, Jana Emmons, Laura Kessel, Trygve Meade, Brad O'Brien, Keely Vollmar

**Absent:** Kim Freiley, Cathy Ludlum, Michelle Quinones

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

**Approved Motion:** Hearing no objections or corrections, the March 20, 2019 minutes were approved. (Motion: Mr. Carter; Second: Mr. Meade).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Statements of Economic Interest**

Mrs. Bunner received the filed receipt copies of Statements of Economic Interest for several Board members.

**New Library Hours Signage**

Mrs. Bunner approached Tracy Snowman about new library signage. Since our hours will remain the same all year round, Tracy recommended hours noted on the front glass. She will tentatively post them on May 31<sup>st</sup>. Cost estimates should be no more than \$200-\$300.

**Letter to Mayor Requesting Trustee Appointments**

Mrs. Bunner sent a letter to Mayor McDowell requesting the appointment of Rhonda Vogel to replace Pat Carter and the re-appointment of Trygve Meade and Michelle Quinones. Mayoral appointments are made the 1<sup>st</sup> Tuesday of May (May 7, 2019 this year).

**Charles D. Ingersoll Trust Meeting**

The quarterly meeting of the Charles D. Ingersoll Trust will be on Wednesday, April 24, 2019 at 1:00 p.m. at MidAmerica National Bank.

**Director's Activities in March**

Director activities in March: City of Canton Insurance Committee Meeting, Rotary Board Meeting, Rotary Luncheons

**E.) Director's Report**

**1.) Consent Agenda**

**Approved Motion:** The board voted unanimously to approve the consent agenda for March 2019 (Motion: Mr. Meade; Second: Mr. Carter).

**2.) FY20 Budget**

Mrs. Bunner presented a revised budget packet with staff salaries increasing in two tiers of 3% and 5% for certain staff. Minimum wage increases for Jan. 1, 2020 were also factored into the totals for applicable staff. City health insurance increases for medical coverage with Blue Cross Blue Shield of Illinois increased 6%. Dental, vision, and life insurance with Guardian had a 0% increase. IMRF rates for 2020 are projected at 14.55%.

Capital expenditures include about \$65,000 for an upgrade to the Polaris library servers and several PCs. In addition, an extra \$40,000 was included for possible parking lot and sidewalk repairs.

Final income for FY20 is estimated at \$639,030. Operating expenses are estimated at \$651,967 plus capital expenses estimated at \$105,000 for a final total expense estimate of \$756,967.

**Approved Motion:** The Board voted unanimously to accept the final draft of the FY20 budget. (Motion: Mr. Meade; Second: Ms. Emmons).

**Adjournment:** The meeting was adjourned at 4:25 p.m. (Motion: Mr. Carter; Second: Mrs. Kessel).

***NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, May 15, 2019, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

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

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