

Parlin-Ingersoll Public Library Board of Trustees
Minutes for May 15, 2019—Meeting #1

A.) Call to Order:

Present: Kim Freiley, Laura Kessel, Cathy Ludlum, Brad O'Brien, Michelle Quinones

Absent: Pat Carter, Jana Emmons, Trygve Meade, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the April 17, 2019 minutes were approved. (Motion: Mrs. Kessel; Second: Mrs. Freiley).

Approved Motion: Hearing no objections or corrections, the April 24, 2019 Special Meeting minutes were approved. (Motion: Mrs. Freiley; Second: Mrs. Kessel).

C.) Public Comments

There were no public comments.

D.) Communications

Staffing Update

Aubrey Brooks and Brenda Rowe were hired to be our Summer Reading Program Assistants. They will begin on May 31st.

Funding Commitment Decision Letter

Mrs. Bunner received the Funding Commitment Decision Letter for eRate funding year 2019. The library will receive a total reimbursement of \$1822.56 for the Comcast internet charges from July 1, 2019-June 30, 2020. Reimbursements will occur in FY20 and FY21.

Participation in Fulton County Health Fair Mini-Grant

Carmen Howard, a librarian with the Library of the Health Sciences at Peoria, University of Illinois at Chicago, contacted Mrs. Bunner to write a letter of support for a grant from the Greater Midwest Region of the National Network of Libraries of Medicine. The grant, which is to provide health fairs in public libraries in Fulton County in the fall of 2019, has been funded.

Fire Alarm Monitoring Issues

Mrs. Bunner informed the Board of line trouble with the secondary line (647-0360) used as a secondary backup for fire alarm monitoring. This is a rollover voice line and whenever it is in use, it sends a drop in current to the fire alarm monitoring station. The monitoring call center then contacts the library whenever we have a voice call on this line. Mrs. Bunner called Johnson Controls to check for any solutions. They assured her we do not have any safety concerns with this issue—only the nuisance of the monitoring calls. Alternatives would be to replace the monitoring system with an IP

address system, which would require a new box and wiring into our network or consider a cellular backup line. At this time the staff will continue receiving the nuisance calls, but the system might need an upgrade in the future.

Charles D. Ingersoll Trust Meeting

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

Phil Lenzini Program

At the Board's request Mrs. Bunner has scheduled an informational presentation with attorney Phil Lenzini at 5:00 p.m. on September 18, 2019 at the end of the regular board meeting. Mr. Lenzini will be discussing options related to possible taxation.

Director's Activities in April

Director activities in April: Canton Area HR Roundtable, Charles D. Ingersoll Trust Quarterly 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 April 2019 (Motion: Mrs. Ludlum; Second: Mrs. Quinones).

2.) Library Non-Resident Fee

As required by RAILS and the Illinois State Library, the Board must annually approve the acceptance of non-resident cards as well as list the fee charged for non-resident cards. In November of 2014 Anne Craig, Director of the Illinois State Library, accepted our using Charles D. Ingersoll Trust funds to pay the non-resident fees for those patrons living outside the City of Canton, but within Canton School District.

The following is the approved formula for the calculation:

Equalized assessed valuation of the City of Canton for 2018=\$131,721,991
\$131,721,991 x .0013 (minimum library tax rate)=\$171,238.59
\$171,238.59 ÷ 14,704 (2010 Canton population) = \$11.65 per person
\$11.65 x 2.28 (average household size per 2010 Census) = \$26.56

705 non-resident cardholders represent 456 households
456 x \$26.56= \$12,111.36

Approved Motion: The Board voted unanimously to approve the issuing of non-resident cards, approve the fee as calculated above at \$26.56 per household, and to approve the fees be paid by the Charles D. Ingersoll Trust (Motion: Mrs. Quinones; Second: Mrs. Kessel).

Freedom of Information Act Policy

Mrs. Bunner presented an updated Freedom of Information Act Policy with the FY20 operating budget figure, the names of the new trustees, and the decrease in the number of staff.

Approved Motion: The Board voted unanimously to approve Freedom of Information Act Policy (Motion: Mrs. Freiley; Second: Mrs. Quinones).

Quote from Sikich for the Polaris Upgrade Work

Mrs. Bunner presented a quote from Sikich for the purchase of new servers and network installation. The total cost for the project is as follows:

Hardware:	\$18,237.00
Microsoft Software/Licensing:	3,816.00
Cloud Storage for Backups/year:	3,312.00
Professional Services:	<u>21,915.00</u>
 Total:	 \$47,280.00

Our Sikich network consultant, John Goulden, feels we will be able to get a discount on the Microsoft licensing costs through TechSoup. This could save as much as \$2600, but if we are denied the discount, the above would be the cost of obtaining software through Sikich. Mrs. Bunner also requested allowing an extra \$2000 for unexpected networking costs during the project. The cloud storage costs for the first year are included in this capital expense.

Approved Motion: The Board voted unanimously to approve up to \$50,000 for Sikich and TechSoup costs for this project (Motion: Mrs. Kessel; Second: Mrs. Ludlum).

Quote from Dell for PC purchases

Mrs. Bunner presented a quote from Dell for \$11,062.94 to purchase seven PCs as part of the Polaris upgrade project. These seven PCs will replace staff office and circulation machines, which are at least 5 years old. The replaced staff machines will be used for public access machines as needed.

Approved Motion: The Board voted unanimously to approve the Dell quote for \$11,062.94 (Motion: Mrs. Freiley; Second: Mrs. Kessel).

The board had budgeted a total of \$65,000 in capital expense for this entire project. The current quotes total \$61,542.94.

Final Approval of Trustee Appointments for 2019-2022 Term

Mayor McDowell and Canton City Council approved the appointment of Trygve Meade, Michelle Quinones, and Rhonda Vogel to the library board for a three year term.

Approved Motion: The Board voted unanimously to accept these appointments (Motion: Mrs. Ludlum; Second: Mrs. Kessel).

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

Attest: _____
Secretary

Date: _____