

Parlin-Ingersoll Public Library Board of Trustees
Minutes for June 19, 2019

A.) Call to Order:

Present: Jana Emmons, Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Brad O'Brien, Michelle Quinones, Rhonda Vogel

Absent: Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the May 15, 2019 Meeting #1 minutes were approved. (Motion: Mrs. Freiley; Second: Ms. Emmons).

Approved Motion: Hearing no objections or corrections, the May 15, 2019 Meeting #2 minutes were approved. (Motion: Mrs. Vogel; Second: Mrs. Freiley).

C.) Public Comments

There were no public comments.

D.) Communications

Ginoli Work on Audit

Mrs. Bunner reported Andy Saltzman of Ginoli & Company has begun gathering data for the audit. He plans to be on site the week of June 24, 2019.

Resignation of Catherine Calvert

Youth Services Librarian Catherine Calvert submitted her letter of resignation as of July 19, 2019. Mrs. Calvert has taken a position with Canton Union School District 66.

Purchase of new AWE Early Literacy Station

The library's AWE Early Literacy Station stopped working in early May. A new version, the AWE Platinum Early Literacy Station, has been purchased for \$2,865 from the computer equipment replacements line item budgeted for FY20.

Prevailing Wage update

While the library must still comply with paying prevailing wage, the requirements for creating an ordinance and publication of the ordinance are no longer required.

AT&T Plan

While Mrs. Bunner was told our existing AT&T phone plan had two renewals left on its contract, AT&T informed Mrs. Bunner with less than one week's notice that June 4, 2019-June 3, 2020 will be

the last renewal. For future reference Mrs. Bunner contacted Comcast for an estimate of their costs for a POTS (Plain Old Telephone Service) line. The Comcast Internet Contract expires on June 30, 2020. In addition, Mrs. Bunner has been gathering information from electricians about the fire alarm monitoring system. She hopes to contact Phillips and Associates as well as MidCentury Fiber for information in the fall. All contracts will be coming due in June 2020, and it is time to revisit our options for telecommunications.

Roof Leak

Mrs. Bunner contacted Doug Bentzinger of Phillips and Associates about stained ceiling tiles from a roof leak. The roof is still under warranty by the Carlisle manufacturer until July 22, 2019, and a representative will be coming to inspect the roof.

Library Commemorative Spoon

Joey Ortega of Ventura, California, contacted Mrs. Bunner about finding a commemorative sterling silver spoon with a picture of the original Parlin Library carved in the base. After speaking with several local collectors, Mrs. Bunner offered \$40 plus \$5 shipping to receive the spoon. It will be displayed during the library's 125th anniversary celebration in September.

Joe Ginger Video Service

Joe Ginger approached Mrs. Bunner about taping a film tour of the library for \$125. She informed Mr. Ginger she was not interested at this time, but would notify the board in case they would be interested in the future.

Census 2020 Meetings

Mrs. Bunner has been contacted by several groups affiliated with the 2020 Census about meeting applicants at the library. While the library no longer offers public meeting space in its program room, Mrs. Bunner offered any open meeting space in the main area of the library. Data for the 2020 census is planned to take place primarily online in March 2020, and all libraries are encouraged to support the effort by allowing use of their public computers.

Open Meeting Act Training for New Trustees

Mrs. Bunner reminded newly appointed trustees to complete the Open Meeting Act Training online at the Illinois Attorney General's website. This training is required by every trustee each term of appointment. A copy of the completed certificates are kept at the library.

Director's Activities in May

Director activities in May: Team Building Meeting at Geneseo, Peoria Riverfront Museum 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 May 2019 (Motion: Mr. Meade; Second: Mrs. Kessel).

2.) Polaris Upgrade Additional Costs

The library will need to purchase new uninterruptible power supplies (UPS) for the new servers. Network consultant, John Goulden, recommended increasing the amps in an existing circuit from 15 amps to 20 amps as well as adding an additional circuit since we have added the security cameras, phone system, and might possible be adding service for the fire alarm monitoring. A quote of \$5,425 from Sikich as well as a quote of up to \$810 from Roy Keith Electric have been received. The Board had authorized up to \$65,000 for this project, but these extras have increased the cost to \$65,777.94.

Approved Motion: The board voted unanimously to approve up to an additional \$5,000 for this project if needed. (Motion: Mrs. Kessel; Second: Mrs. Ludlum).

3.) Library Annual Report

Mrs. Bunner reviewed the information in the Library Annual Report for FY19. Once approved a copy is also sent to the Mayor.

Approved Motion: The Board voted unanimously to approve the Library Annual Report for FY19 (Motion: Mrs. Kessel; Second: Mr. Meade).

4.) Illinois Public Library Annual Report (IPLAR) FY19

Mrs. Bunner reviewed the information in the FY19 Illinois Public Library Annual Report. The report will need to be signed electronically by the Board President, Secretary, and Library Director.

Approved Motion: The Board voted unanimously to approve the IPLAR for FY19 (Motion: Mr. Meade; Second: Mrs. Freiley).

5.) Spreadsheet of Library Income

Mrs. Bunner presented a spreadsheet of library data from 2008-2018. It showed the decreases in library hours, staff, and income. The income from the Charles D. Ingersoll Trust has dropped 8.8% from 2008-2018 while the Consumer Price Index has increased 19.5%. In addition, Mrs. Bunner shared a list of possible capital expenses in the next 5+ years.

6.) MidAmerica National Bank Money Market Transfer of Funds to Checking

Mrs. Bunner presented an authorization letter to library trust officer, Sue Freiley, to transfer \$65,000 from the money market account to the checking account for the upcoming Polaris upgrade.

Approved Motion: The Board voted unanimously to request these monies be transferred. (Motion: Mrs. Ludlum; Second: Mrs. Vogel).

7.) Per Capita Grant FY20 Requirements

The Board reviewed *Serving Our Public 3.0: Standards for Illinois Public Libraries*, Chapter 3 on Personnel.

Adjournment: The meeting was adjourned at 4:50 p.m. (Motion: Mrs. Kessel; Second: Mrs. Freiley).

Attest: _____
Secretary

Date: _____