

Parlin-Ingersoll Public Library Board of Trustees
Minutes for Aug. 21, 2019

A.) Call to Order:

Present: Kim Freiley, Laura Kessel, Cathy Ludlum, Brad O'Brien, Rhonda Vogel, Keely Vollmar

Absent: Jana Emmons, Michelle Quinones, Trygve Meade

B.) Approval of Previous Minutes:

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

Approved Motion: Hearing no objections or corrections, the July 24, 2019 minutes were approved. (Motion: Mrs. Ludlum; Second: Mrs. Vogel).

C.) Public Comments

There were no public comments.

D.) Communications

Resignation of Sage Zink

Sage Zink resigned as of August 20, 2019. He has accepted a full-time position at Bard Optical.

Updates on the Polaris Upgrade

Mrs. Bunner reported the upgrade has gone well thus far. There are still some remote networking changes to complete in the next few weeks.

Updates on the Youth Services Librarian Search

There were 12 applications for the position, and five candidates were selected for interviews. An offer has been extended to an applicant pending a successful background check. Mrs. Bunner hopes to have the new person start September 1st, and have story times begin by the end of September.

Updates of the Library 125th Anniversary

Press releases and invitations have been sent for the upcoming open house on September 5th. Brenda Hadsell and DeAnna Williams have worked on some library historical displays. Brenda Hadsell and Ben Smith have created some scavenger hunt and trivia activities. All the staff are excited to host the activities.

Receipt of the James Elson Trust Distribution

The library received a check for \$1,882.50 from the James Elson Trust on August 2, 2019.

Google 360 Views

Mrs. Bunner received a quote for \$565 for Google views from American Marketing & Publishing. Community representative, Matthew Breaux, has provided images for many area libraries including Alpha Park, Delavan, East Peoria, Eureka, Farmington, Kewanee, Morton, and Pekin. The group last came through our area in 2016. The package includes 12 panoramic images and 15-20 professional still photos of the outside and inside of the library. These images will appear online when someone searches for the library. A current search pulls up several random night photos of poor quality. The firm will setup everything on Google, and the library can keep all the imagery for its own use.

Approved Motion: The Board authorizes \$565 to purchase the Google View package. (Motion: Mrs. Kessel; Second: Mrs. Ludlum).

Library Arborvitae Trees

Mrs. Bunner discussed the condition of the library's arborvitae trees on the south side of the library's parking lot. These trees are in poor condition, overhang the parking lot, and block drivers' vision. The Board authorized Mrs. Bunner to have the trees removed.

Director's Activities in July

Director activities in July: Canton Area HR Roundtable, Music in the Park for Rotary, Summer Reading Swim Party Event, Charles D. Ingersoll Trust 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 July 2019 (Motion: Mrs. Freiley; Second: Mrs. Vollmar).

2.) Updates to Personnel Policy and Drug and Alcohol Free Library Policy

Mrs. Bunner presented a draft revision for the personnel policy related to the legalization of recreational marijuana in Illinois beginning January 1, 2020. The edits presented were from a presentation by attorney Trygve Meade at a human resources meeting Mrs. Bunner attended several weeks ago. After some discussion it was decided to table this issue for further discussion when Mr. Meade is present.

3.) Audit FY19 Update

Mrs. Bunner presented the client representation letter and draft FY19 audit from Andy Saltzman of Ginoli and Company. The board signed the representation letter but desired more time to analyze the draft before final approval in September.

4.) Per Capita Grant FY20 Requirements

The Board reviewed the Digital Public Library of America and Illinois Digital Archives websites.

5.) Phil Lenzini Presentation Sept. 18, 2019

Mrs. Bunner reminded the board attorney Phil Lenzini will be speaking about library taxation at 5:00 p.m. at the September 18, 2019 board meeting.

Adjournment: The meeting was adjourned at 5:05 p.m. (Motion: Mrs. Kessel; Second: Mrs. Freiley).

Attest: _____
Secretary

Date: _____