

# **Parlin-Ingersoll Public Library Board of Trustees**

## **Minutes for Sept. 18, 2019**

### **A.) Call to Order:**

**Present:** Jana Emmons, Kim Freiley, Cathy Ludlum, Michelle Quinones, Rhonda Vogel, Trygve Meade

**Absent:** Laura Kessel, Brad O'Brien, Keely Vollmar

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

**Approved Motion:** Hearing no objections or corrections, the August 21, 2019 minutes were approved. (Motion: Mrs. Vogel; Second: Mrs. Ludlum).

### **C.) Public Comments**

There were no public comments.

### **D.) Communications**

#### **Head Start Request**

Mrs. Bunner received a phone call today from Carla Bagwell asking if Head Start could list the library as a "safety pickup location" in case of emergencies on their DCFS form. Mrs. Bunner has left a message with our insurance agent, who was out of the office. After some discussion related to liability, transportation, and library staffing, the Board decided to decline the request.

#### **Tiffany Kaufmann is the new Youth Services Librarian**

Tiffany Kaufmann, whose employment began September 1<sup>st</sup>, has scheduled story times beginning the week of September 24<sup>th</sup>. Registration has been very good.

#### **Library 125<sup>th</sup> Anniversary Celebration**

Over 300 people visited the library on September 5<sup>th</sup> for the 125<sup>th</sup> Library Anniversary Celebration. Library staff worked on displays, trivia sheets, and gifts. Mike Walters presented a history program on the Parlin, Ingersoll, and Orendorff families, and Kim Bunner spoke on the library's history. Mitch Williams presented a magic show later in the evening. Many patrons shared memories of the library. It was a very heart-warming day.

#### **Director's Activities in August**

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

### **E.) Director's Report**

#### **1.) Consent Agenda**

**Approved Motion:** The board voted unanimously to approve the consent agenda for August 2019 (Motion: Mrs. Freiley; Second: Ms. Emmons).

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

Mrs. Bunner presented a draft of revisions to the Drug and Alcohol Free Library Policy and the drug use section of the Personnel Policy. The revisions were to address the legalization of recreational marijuana in Illinois effective January 1, 2020. While time will tell any further adjustments which might be needed once the law has been in effect, the Board felt the proposed changes should be accepted.

**Approved Motion:** The board voted unanimously to approve the revisions to the Drug and Alcohol Free Library Policy and the Drug Use section of the Personnel Policy. (Motion: Mrs. Ludlum; Second: Mrs. Quinones).

## **3.) Audit FY19 Update**

Mrs. Bunner presented final copies of the FY19 audit. When asked about her experience working with Andy Saltzman of Ginoli and Company, Mrs. Bunner felt he was very professional, knowledgeable, and friendly. In January she will request another 3-year quote from them.

**Approved Motion:** The board voted unanimously to approve the FY19 Audit by Ginoli and Company and publicize its availability per law. (Motion: Ms. Emmons; Second: Mrs. Vogel).

Mrs. Bunner presented the Annual Treasurer's Report. In the past this document had been appended to the bound copy of the audit. While much of the information is included in the audit, the Board felt the Annual Treasurer's Report should be approved separately and be distributed to the Mayor and the Fulton County Clerk, as well as be available for public viewing. A notice of its availability will be placed in the Canton Daily Ledger.

**Approved Motion:** The board voted unanimously to approve the Annual Treasurer's Report for FY19 and publicize its availability per law. (Motion: Mrs. Vogel; Second: Mrs. Quinones).

## **4.) Per Capita Grant FY20 Requirements**

The Board reviewed and discussed the suggested webinars on organizational management.

The Board had a short recess at 4:35 p.m. and reconvened at 4:45 p.m. as Mr. Lenzini had arrived.

## **5.) Phil Lenzini Presentation Sept. 18, 2019**

Mr. Lenzini spoke about library taxation. He began by referring to 75 ILCS 5/3-5 which states:

“The library taxes provided for in the Act shall be levied by the corporate authorities in the amounts determined by the board and collected in like manner with other general taxes of the city, village, incorporated town or township and the proceeds shall be deposited in a special fund, which shall be known as the library fund. In townships and in cities, villages and

incorporated towns having a population of 50,000 or less the proceeds of any such tax shall be paid over by the officer charged with the collection thereof to the board of trustees of the library. Expenditures from the library fund shall be under the direction of the board of library trustees.”

Mr. Lenzini then spoke about seven types of possible taxes:

1. Corporate tax (.15%)
2. Building and maintenance tax (.02%)
3. IMRF
4. Social Security
5. Audit (.005%)
6. Tort Liability
7. Working Cash (.05% for no more than 4 years)

He said the average library tax in the state is about .24%. A library can request the corporate tax of .15% and add any of the additional taxes up to about .23% without a referendum. Canton’s most recent EAV (2018) is \$131,721,991.

Mr. Lenzini reviewed the Truth in Taxation Act. He added any library tax could trigger the need for the hearing and “black border” notice for the city as the total taxation is used to figure the need. Any library taxes would be listed separately on the tax bills.

He suggested doing a 5-10 year “sensible” budget outline with all anticipated capital purchases with “real” estimates from the architect. A long-term projection with costs, including the impact of the minimum wage increase, will help show the need. The library will need to check with the city for their budget timeline.

Discussion also included options for non-resident fees, fiscal year dates, and trustee requirements.

**Adjournment:** The meeting was adjourned at 6:35 p.m. (Motion: Mrs. Ludlum; Second: Mrs. Vogel).

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

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