

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for October 16, 2019**

**A.) Call to Order:**

**Present:** Jana Emmons, Kim Freiley, Cathy Ludlum, Trygve Meade, Brad O'Brien, Michelle Quinones, Rhonda Vogel, Keely Vollmar

**Absent:** Laura Kessel

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

**Approved Motion:** Hearing no objections or corrections, the September 18, 2019 minutes were approved. (Motion: Mrs. Quinones; Second: Mrs. Vogel).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Charles D. Ingersoll Trust Meeting**

The beneficiaries of the Charles D. Ingersoll Trust will be meeting on Wednesday, October 23, 2019 at 1 p.m. at MidAmerica National Bank.

**Director's Activities in September**

Director activities in September: Rural Directors' 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 September 2019 (Motion: Mr. Meade; Second: Mrs. Quinones).

**2.) Board By-Laws Review**

Mrs. Bunner presented a draft copy of the Board By-Laws. Clarifications were made in the sections on public comments and duties of the secretary.

**Approved Motion:** The board voted unanimously to approve the amended revisions to the Board By-Laws. (Motion: Mrs. Ludlum; Second: Mr. Meade).

### **3.) Indemnification and Insurance Policy**

Mrs. Bunner presented the Indemnification and Insurance Policy. No changes have been made from the 2016 copy.

**Approved Motion:** The board voted unanimously to approve the Indemnification and Insurance Policy. (Motion: Mr. Meade; Second: Ms. Emmons).

### **4.) Update Investment Policy Statement**

Mrs. Bunner presented copies of the 2018 Investment Policy Statement received from Rick Imhoff at MidAmerica National Bank. For the 2019 Investment Policy Statement, Mr. Imhoff was considering changing the goal amount of return on the trust from 8% to 7.25% to better reflect the current market. The Board decided to wait until after the trust meeting on October 23, 2019 to hear the discussion on the matter. The final 2019 policy will be on the agenda at the November 18<sup>th</sup> meeting.

### **5.) Per Capita Grant FY20**

Mrs. Bunner presented the FY20 Per Capita Grant application and FY18 Expenditures Report. The board has been completing the requirements over the past several months.

**Approved Motion:** The board voted unanimously to approve the FY20 Per Capita Grant application and FY18 Expenditures Report for submission (Motion: Mrs. Freiley; Second: Mrs. Vogel).

### **6.) Review of Taxation Presentation by Phil Lenzini**

Mrs. Bunner presented several spreadsheets projecting expenses and income through FY27 as recommended by Mr. Lenzini. These spreadsheets reflected the increases in minimum wage, future capital expenses, and general inflation factors. Discussion followed regarding the effects of possible tax rates and tax income on future budgets.

The board felt the issue must be explored further. Mr. Meade offered to draft a letter to Mayor McDowell and city attorney, Chris Jump, for review by Phil Lenzini. A final copy will be presented to the Board for approval at the November meeting before mailing.

### **7.) Board Officer Changes and Future Appointments**

Mr. O'Brien resigned his office as President of the Board effective immediately. He intends to resign as a trustee as of December 31, 2019.

**Approved Motion:** The board voted to appoint Vice-President Trygve Meade as President. (Motion: Ms. Emmons; Second: Mrs. Vollmar). Ayes: Jana Emmons, Kim Freiley, Cathy Ludlum, Brad O'Brien, Michelle Quinones, Rhonda Vogel, Keely Vollmar. Abstain: Trygve Meade.

**Approved Motion:** The board voted to appoint Cathy Ludlum as Vice-President. (Motion: Ms. Emmons; Second: Mrs. Vogel) Ayes: Jana Emmons, Kim Freiley, Trygve Meade, Brad O'Brien, Michelle Quinones, Rhonda Vogel, Keely Vollmar. Abstain: Cathy Ludlum.

**8.) Non-resident Cards**

Mrs. Bunner presented a clarification about the issuance of non-resident library cards. The Illinois State Library referred to a section of the Administrative Code (3050.25) which states "non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interest, library services at another library that is physically closer may better serve the needs of the non-resident." According to the State Library if a non-resident insists it is more convenient given their community interests to buy a card outside the public library in the school district where they reside, they can purchase a card elsewhere. In such cases our library staff may now sell a non-resident card to them for the current rate of \$26.56.

**Adjournment:** The meeting was adjourned at 5:15 p.m. (Motion: Ms. Emmons; Second: Mrs. Vogel).

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

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