

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for November 20, 2019**

**A.) Call to Order:**

**Present:** Kim Freiley, Cathy Ludlum, Trygve Meade, Brad O'Brien, Keely Vollmar

**Absent:** Jana Emmons, Laura Kessel, Michelle Quinones, and Rhonda Vogel

At 4:08 p.m. and without a quorum present, the Board decided to review items without taking action. However, while not feeling well, Mrs. Freiley, upon hearing there was not a quorum, did arrive at 4:15 p.m., and the meeting proceeded with actions taken in the order as noted below.

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

The minutes were reviewed.

**C.) Public Comments**

Prospective board candidate, Chris Leighton, introduced himself to the Board, who thanked him for his interest in serving.

**D.) Communications**

**Helping Hands Resale Shoppe Donation**

Eric Duffield presented Kim Bunner and Youth Services Librarian, Tiffany Kaufmann, a donation check for \$727.50 for the Summer Reading Program.

**Patron Comment on the Library Catalog Display**

Mrs. Bunner shared a question from a patron about the selection of the displayed titles on the library catalog page. The titles are computer generated and chosen randomly by popularity and date added to the library's collection. The patron's concern involved the appropriateness of selected titles being viewed by children.

**Christmas Staff Luncheon Closure**

As has been tradition the library will close from 12:00 p.m. to 2:00 p.m. for a staff Christmas luncheon. The date this year is December 12<sup>th</sup>.

**Worker's Compensation Claim**

A staff member, who was walking to the MidAmerica National Bank to make change for the cash till, pulled ligaments and tendons in her ankle when the public sidewalk curbing crumbled beneath her feet. Mrs. Bunner notified Town and Country Insurance as soon as she was told of the incident.

**ILA Update**

Mrs. Bunner presented a summary of the meetings she attended at the Illinois Library Association Conference in Tinley Park from October 21-24, 2019.

## **Checking Account Signatures**

All signatures have been obtained to reflect the changes in Board officers. Checks may be signed by President Trygve Meade, Vice-President Cathy Ludlum, Secretary Michelle Quinones, Treasurer Jana Emmons, or Director Kim Bunner. Two signatures are required for each check.

## **Charles D. Ingersoll Trust Meeting**

Cathy Ludlum was present at the quarterly trust meeting on Wednesday, October 23, 2019. More historical data was requested and received. Further discussion will follow under agenda items.

## **Director's Activities in October**

Mrs. Bunner attended the following: Directors Lunch, Volunteering at Helping Hands Resale Shoppe, Illinois Library Association Conference, Rotary Board Meeting, and Rotary Luncheons.

At this point the Board did have a quorum and went back in the agenda to approve the minutes.

## **Review of the Minutes from the October 16, 2019 Meeting**

**Approved Motion:** Hearing no objections or corrections, the October 16, 2019 minutes were approved. (Motion: Mr. O'Brien; Second: Mrs. Vollmar).

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

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

**Approved Motion:** The board voted unanimously to approve the consent agenda for October 2019 (Motion: Mrs. Freiley; Second: Mr. O'Brien).

### **2.) Investment Policy Statement from MidAmerica National Bank**

The Board discussed the historical data provided by Rick Imhoff, Senior Trust Officer. The main discussion point involved changing the target goal pre-tax average annual return of 8.00% to 7.25%.

**Approved Motion:** The board voted unanimously to request Mr. Imhoff to reauthorize the document in its current form leaving the 8.00% goal. (Motion: Mrs. Ludlum; Second: Mr. Meade).

### **3.) New Trust Resolution Form**

Given the change in library officers last month, a new trust resolution form has been completed. Two of three signatures will be required to authorize business transactions for the library reserve trust. Kimberly Bunner, Director; Trygve Meade, President; and Jana Emmons, Treasurer, are authorized on this account.

**Approved Motion:** The board voted unanimously to approve the Trust Resolution (Motion: Mrs. Freiley; Second: Mrs. Vollmar).

#### **4.) Professional Development Policy**

Mrs. Bunner reviewed the suggested changes in the Professional Development Policy. The changes involve slight increases in the meal allowance amounts, allowing the use of Google Maps to calculate mileage in lieu of odometer readings, and updating wording on credit card receipts. This policy was last reviewed in 2016.

**Approved Motion:** The board voted unanimously to approve the updates in the Professional Development Policy (Motion: Mr. O'Brien; Second: Mrs. Freiley).

#### **5.) Amendment to the Personnel Policy**

Mrs. Bunner suggested an amendment to the Personnel Policy vacation section. For full-time staff an additional vacation day was added after 20, 25, and 30 years. In 2020 the library will have an employee with 35 years' experience. Mrs. Bunner recommended adding an additional day for 35 years of employment.

**Approved Motion:** The board voted unanimously to approve the additional day recognizing 35 years of service. (Motion: Mrs. Ludlum; Second: Mrs. Vollmar).

#### **6.) Letter to the City Attorney About Taxation Issue**

Given the low attendance at the meeting and the serious nature of this issue, President Meade decided to table this issue and hold a special meeting in early December at a date where more trustees are present. Mr. Meade and Mrs. Bunner will select a few dates to e-mail to the group.

#### **7.) Christmas Bonuses**

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Accordingly, I recommend we award the same level as last year. Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 1 new hire not yet eligible since she has not worked the entire year. The amounts below have been included in the amount budgeted for FY20.

<b><u>Monetary Award</u></b>	<b><u>Eligible Criteria</u></b>	<b><u>Eligible Employees</u></b>	<b><u>Total</u></b>
<b><u>Payout</u></b>			
\$150	40 hours per week	5	\$ 750.00
\$100	20 or more hours per week	4	\$ 400.00
\$ 50	12 or more hours per week	1	\$ 50.00
\$ 25	under 12 hours per week	1	\$ 25.00
		11	\$1225.00

**Approved Motion:** The board voted to award the staff a Christmas bonus in the amounts listed above.. (Motion: Mr. O'Brien; Second: Mrs. Freiley).

**8.) Checked Out and Unreturned Items in FY19**

A copy of our annual Checked out and Unreturned Items report will be in your board packet. These are items that were not returned in FY19. By the time these items are withdrawn from the system, most of the costs have not been recovered. In addition, any items recovered after such a long period might have already been replaced. The number of losses were about 27% lower than in FY18. The percentage of losses compared to our circulation is 0.155%, a very low rate.

**9.) List of Scheduled Meetings for 2020**

Mrs. Bunner presented a list of scheduled meetings for 2020. Most are on the third Wednesday of the month except in October due to the Illinois Library Association Conference in Springfield.

**Approved Motion:** The board voted to accept the meeting schedule for 2020. (Motion: Mrs. Freiley; Second: Mrs. Ludlum).

**10.) Recognition of Brad O'Brien**

President Meade presented a certificate of recognition to Brad O'Brien for his service on the board. Mr. O'Brien has served for over 10 years.

**Adjournment:** The meeting was adjourned at 4:53 p.m. (Motion: Mr. O'Brien; Second: Mrs. Ludlum).

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

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