

Parlin-Ingersoll Public Library Board of Trustees
Minutes for January 15, 2020

A.) Call to Order:

Present: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar

Absent: Michelle Quinones

B.) Approval of Previous Minutes:

Approved Motion: The November 20, 2019 minutes were approved as corrected (Motion: Mrs. Vogel; Second: Mrs. Vollmar).

Approved Motion: Hearing no objections or corrections, the December 3, 2019 special meeting minutes were approved. (Motion: Mrs. Ludlum; Second: Mrs. Emmons).

C.) Public Comments

There were no public comments.

D.) Communications

Annual Library Certification

Mrs. Bunner submitted the Annual Library Certification to the Illinois State Library.

Property Tax Exemptions

Mrs. Bunner submitted the property tax exemption forms to the Fulton County Assessor.

Statements of Economic Interest

Mrs. Bunner reported she had not yet received a request for the names of those needing to fill out the Statement of Economic Interest forms. Mrs. Kessel said there was a change in staffing at the County so Mrs. Bunner will follow through with the new person and submit those names in the next few days.

MidAmerica National Bank Updates

Mrs. Bunner reported on December 31, 2019 the Charles D. Ingersoll Trust closed at \$27,002,709.40. The 2020 quarterly disbursements to the library will be \$158,650.17. The next trust meeting will be January 22, 2020, at 1 p.m. in the Library Program Room. As discussed at the November meeting, if the updated Investment Policy Statement shows the target rate of 8% earnings, Mrs. Bunner will sign off on the document.

Director's Activities in November and December

Director activities in November: Complete Count Census 2020 Meeting, Rotary District Conference, Rotary Board Meeting, Rotary Luncheons

Director activities in December: Complete Count Census 2020 Meeting, City Council Meeting for Library Board Appointment, Rotary Fruit Sales, Rotary Board Meeting, Rotary Luncheons

E.) Director's Report

1.) Consent Agenda for November 2019

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

2.) Consent Agenda for December 2019

Approved Motion: The board voted unanimously to approve the amended consent agenda for December 2019 (Motion: Mrs. Kessel; Second: Mrs. Freiley).

3.) Review of Closed Session Minutes

There were no closed session minutes to review.

4.) Change Dates of Library Fiscal Year

The Board discussed changing the dates of the library fiscal year from June 1-May 31 to May 1-April 30 in order to agree with the fiscal year of the City of Canton.

Approved Motion: The board voted unanimously to approve changing the library fiscal year to May 1-April 30. (Motion: Mrs. Ludlum; Second: Mrs. Vogel).

5.) Library Audit Quotes

Ginoli and Company has a 3-year quote to perform the library's FY18, FY19, and FY20 audits. The cost for FY20 is \$4950. We have been pleased with the work done by Andy Saltzman. Mrs. Bunner asked him to provide another quote, which he figured based on the fiscal year change of May 1-April 30 to coincide with the city budget year. He provided a two-year quote:

For the fiscal year ending April 30, 2021: \$5100

For the fiscal year ending April 30, 2022: \$5250

Approved Motion: The board voted unanimously to approve the quotes for FY21 (\$5100) and FY22 (\$5250). (Motion: Mrs. Vogel; Second: Mrs. Vollmar).

6.) Follow-up on Library Taxation

Mrs. Bunner briefed the Board on her follow-up discussions with City Attorney Chris Jump and City Treasurer Crystal Wilkinson. Mrs. Wilkinson thought the library need only report their operational expenses less their expected income to arrive at the amount of tax needed. She said she would let Mrs. Bunner know of upcoming budget meetings. Mr. Meade and Mrs. Bunner will contact Mayor McDowell to discuss the topic and probable timelines.

7.) Phillips & Associates Update to Long Range Building Plan

Mrs. Bunner reviewed information received from architect Bill Phillips. Mr. Phillips projected recommended building and grounds upgrades for the next five years. The major items to consider in FY21 are the repair work on the parking lot and the sidewalks. After some discussion, the Board recommended proceeding with getting formal quotes on the 1st phase of concrete work for the parking lot as well as the sidewalk repair. Mrs. Bunner will include the recommended FY21 items into the capital budget for FY21.

8.) FY21 Budget Preliminary Draft

The Board reviewed the preliminary budget drafts, the building recommendations from Phillips & Associates, and the suggestions from the City Treasurer. Mrs. Bunner will present another draft at the February 19, 2020 meeting.

9.) Future Trustee Candidates

The Board discussed possible future trustee candidates.

Adjournment: The meeting was adjourned at 5:15 p.m. (Motion: Mrs. Vollmar; Second: Mrs. Freiley).

Attest: _____
Secretary

Date: _____