

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for February 19, 2020**

**A.) Call to Order:**

**Present:** Jana Emmons, Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Michelle Quinones, Keely Vollmar

**Absent:** Chris Leighton, Rhonda Vogel

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

**Approved Motion:** Hearing no objections or corrections, the January 15, 2020 minutes were approved. (Motion: Mrs. Vollmar; Second: Mrs. Freiley).

**Approved Motion:** Hearing no objections or corrections, the January 22, 2020 special meeting minutes were approved. (Motion: Mrs. Ludlum; Second: Mrs. Vollmar).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Danielle Jarvis Moss Internship**

Danielle Jarvis Moss is doing a free internship for her Bachelor's degree in library science from the University of Maine. She had interned with us several years ago for her LTA (library technical assistant) degree from Illinois Central College. She will be working a total of 120 hours by mid-April.

**E-Rate Updates**

Mrs. Bunner has submitted two Form 470 requests for internet access. She signed a contract for a 100 Mbps leased lit fiber connection with Mid Century Fiber beginning July 1, 2020. Their bid was the most cost effective, and highest scoring in the bid matrix. The allowable contract period for the cable connection is February 20<sup>th</sup> so a contract will be forthcoming. According to USAC (Universal Service Administration Company), since our network consultant recommended redundancy with fiber and cable, the services would both be eligible for e-Rate discounts.

**Statements of Economic Interest**

Mrs. Bunner distributed Statements of Economic Interest to those board members attending today's meeting. Forms must be turned into the Fulton County Clerk by May 1, 2020.

## MidAmerica National Bank Investment Policy Update

Mrs. Bunner received and signed the updated Investment Policy Statement dated February 7, 2020. It shows the target rate of 8%

### Director's Activities in January

Director activities in January: Canton City Council meeting, Complete Count Census 2020 Meetings, Rotary Board Meeting, Rotary Luncheons

### E.) Director's Report

#### 1.) Consent Agenda for January 2020

**Approved Motion:** The board voted unanimously to approve the consent agenda for January 2020 (Motion: Mrs. Freiley; Second: Mrs. Quinones).

#### 2.) Library FY21 Budget

Mrs. Bunner presented the FY21 budget, which includes the Materials budget at 12% of the total budget along with Phillips & Associates capital expenses for FY21 including sidewalk repairs and the replacement of a portion of the parking lot in concrete.

The salary budget includes all minimum wage increases with some adjustments for longevity. All full-time staff are given a 4% raise to aid with salary compression and the Director's salary is at 3%. Health insurance was estimated at an increase of 10% but first estimates came in at 22.5%. City Clerk Diana Pavley-Rock is waiting for any reductions after consulting with the Wyman Group. Other line items were estimated at 3%-5% increases accordingly. The Consumer Price Index (CPI-U) from Jan.-Dec. 2019 was 2.31%.

Total income is projected at \$548,383 with total operating expenses at \$895,685 (operating expenses at \$735,885 plus \$159,800 in additional capital expenses). The difference in income and expenses for FY21 is \$347,302. While we will not be receiving tax income in FY21, the amount requested is about \$306,220.

Mrs. Bunner also included projected expense and income budgets through FY27. It is very difficult to project this far into the future. However, the tax monies do give us some relief the first few years, especially during the increases in the minimum wage. The cost of future capital expenses will need to be carefully planned with the trust monies kept in reserves. After the large roof replacement targeted for FY25, most major repairs will be completed for at least 10-15 years so library reserves should grow more after FY25.

**Approved Motion:** The board voted unanimously to approve the FY21 budget. (Motion: Mrs. Emmons; Second: Mrs. Kessel).

Mrs. Kessel mentioned possible rural development funding from the USDA Community Facilities Fund grants. Fulton County qualifies for up to \$50,000 in grant monies for 35% of project costs. Mrs. Bunner will seek further information for the next meeting.

### **3.) Library Taxation Updates**

Mr. Meade reviewed information received from library attorney Phil Lenzini. Mr. Lenzini recommended using about a 3% increase in the EAV for our figures and showing the amounts of our 5 taxing rates. There are five areas for proposed taxation: Corporate (.1500%), IMRF (.0346), Social Security/Medicare (.0173), Audit (.0038), and Tort/Liability/Safety (.0200) for a total of (.2257). It was decided to tax for the Tort/Liability/Safety instead of Building and Maintenance to avoid the backdoor referendum requirements at this time, but to still keep the taxing dollar amount at the .02% rate.

An official final letter to the Mayor requesting taxation for each of the five items will be on the agenda for the March 18, 2020 library board meeting.

On January 24, 2020 Mr. Meade and Mrs. Bunner met with Mayor McDowell to discuss the library taxation. Mr. Meade and Mrs. Bunner will speak at the April 7, 2020 city council meeting about the library's needs. Mr. Meade will prepare a press release to give to the media at that time. He will present his draft to the Board at the next library board meeting.

Mrs. Bunner presented some sample talking points for the staff and public. A sample letter, which will be sent to the non-resident cardholders from Canton Union School District 66, was also discussed. This information, as well as social media publications, will be distributed after final approval of the budget by City Council.

Mr. Meade reviewed the remaining timeline including the Truth in Taxation requirements later in the fall.

### **4.) Investment Policy for Library Reserves**

Mrs. Bunner presented an updated version of the Investment Policy for Library Reserves. It adds a section about the MidAmerica National Bank acting as the library's investment agent under the authorization of the library board.

**Approved Motion:** The board voted unanimously to approve the revised Investment Policy for Library Reserves. (Motion: Mrs. Quinones; Second: Mrs. Ludlum).

### **5.) Board By-Laws Update**

Mrs. Bunner presented an update to the Board By-Laws. The major revisions are in the wording in Article 1 to note the library will now be receiving tax monies, in Article 3, Section 8, to repeat those trustees able to transfer monies as noted in the revision in the "Investment Policy for Library Reserves," and in Article 9 to reflect the change in fiscal year dates.

**Approved Motion:** The board voted unanimously to approve revised Board By-Laws. (Motion: Mrs. Kessel; Second: Mrs. Vollmar).

**6.) Recognition of Service of Michelle Quinones**

Mrs. Quinones will be retiring from the library board effective February 20, 2020. Mr. Meade praised her for her service. She has served since 1992.

**Approved Motion:** The board voted unanimously to accept her retirement with regrets (Motion: Mrs. Kessel; Second: Mrs. Ludlum).

**7.) Future Board Composition**

**Approved Motion:** The board voted unanimously to approve Mrs. Vollmar as Secretary of the Board of Trustees to replace the vacancy from the retirement of Mrs. Quinones. (Motion: Mr. Meade; Second: Mrs. Kessel).

The Board decided to table the issue of a replacement trustee for the vacancy left by the retirement of Mrs. Quinones, whose term would expire in April 2022, and consider choosing a candidate to fill the remainder of this term in April when the next three trustees (Mrs. Kessel, Mrs. Ludlum, and Mrs. Emmons) are up for reappointment.

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

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

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