

Parlin-Ingersoll Public Library Board of Trustees
Minutes for March 18, 2020

A.) Call to Order:

Note: While the library itself was closed due to the COVID-19 pandemic, the board meeting was still held in the Program Room and open to the public at 4:00 p.m. as posted.

Present: Chris Leighton, Jana Emmons, Kim Freiley, Trygve Meade, Rhonda Vogel

Absent: Laura Kessel, Cathy Ludlum, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the February 19, 2020 minutes were approved. (Motion: Mrs. Vogel; Second: Mr. Leighton).

C.) Public Comments

There were no public comments.

D.) Communications

Signature Cards for the Checking Account

Updated signatures were obtained for check signing. Two signatures are required for each check. Those authorized are President Trygve Meade, Vice-President Cathy Ludlum; Secretary Keely Vollmar, Treasurer Jana Emmons, and Director Kimberly Bunner.

Statements of Economic Interest

Mrs. Bunner collected the statements of economic interest from the Board. All will be mailed certified, return receipt in the next few days. Forms must be turned into the Fulton County Clerk by May 1, 2020.

Director's Activities in February

Director activities in February: Rotary Reads Book Distribution at Lincoln School, City of Canton Complete Count Census 2020 Meetings, Library Director's Lunch, Rotary Board Meeting, Rotary Luncheons.

E.) Director's Report

1.) Consent Agenda for February 2020

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

2.) Letter to the City of Canton Notifying the Municipality of the Levy Request

Mrs. Bunner presented the official letter requesting the City of Canton to tax on behalf of the library in the following amounts:

Corporate tax (.15%)	203,520.00	.1500
Audit Fund	5,100.00	.0038
Tort/Liability Fund	27,100.00	.0200
IMRF	47,000.00	.0346
Medicare/Social Security	<u>23,500.00</u>	<u>.0173</u>
Total	306,220.00	.2257

Approved Motion: The board affirmed the need for taxation and requested the City levy in the amounts listed in the letter. The vote carried unanimously. (Motion: Ms. Emmons; Second: Mrs. Vogel).

Approved Motion: The board voted unanimously, pursuant to this determination being made, to approve President Trygve Meade signing this letter on behalf of the Library Board and to send it to the Mayor. (Motion: Mr. Leighton; Second: Mrs. Freiley).

Due to the closure of non-essential city offices, the letter will not only be sent via postal mail, but will also be sent via e-mail to the Mayor, the Mayor's administrative assistant, City Clerk, City Treasurer, City Comptroller, City Attorney, and copied to President Meade. A copy of the Library's Notes on Taxation will also be included.

3.) Press Release for the Media for the April 7, 2020 City Council Meeting

The Board discussed the drafted press release to be given to the media when President Meade and Mrs. Bunner speak to City Council at their April 7th meeting. When Mr. Meade and Mrs. Bunner met with Mayor McDowell in January, Mayor McDowell suggested having a prepared printed press release to hand to the media at the time of the council meeting.

At this time due to the COVID-19 pandemic, it has not yet been determined if the council will physically meet for this meeting or meet virtually. City Clerk Diana Pavley-Rock will keep the library informed of any changes. Discussion ensued on the distribution of the press release to the media present if the meeting is held virtually.

Approved Motion: The board voted unanimously to approve the press release with an embargo on its release until the day after the council meeting, which should be April 8th. (Motion: Ms. Emmons; Second: Mrs. Freiley).

4.) Follow-up about USDA Community Facilities Fund Grants

Mrs. Bunner spoke with Lynn Armstrong of the USDA office in Galesburg about the grant. The grant is available to municipalities, non-profits, and districts. Ms. Armstrong asked Mrs. Bunner several questions trying to determine if the library was able to qualify for the grant independently or if the City of Canton would have to file on our behalf. After consulting her supervisor, Ms. Armstrong e-mailed Mrs. Bunner a form for an Attorney Opinion to be completed by our attorney and a pre-application checklist of forms to be completed. She said these would be reviewed to determine if the library can apply as an individual entity or if an application needs to be completed by the City.

Mrs. Bunner asked Ms. Armstrong if an application from the library would in any way make the City of Canton ineligible to also receive funds. Here was her reply:

Probably not, especially if the library applies for the grant themselves. If the City applies for this grant and one for another City project, those might just get funded in different fiscal years or something like that. It depends. This extra pot of disaster funds may be in your favor if it comes to duplicate applications by the City.

Mrs. Bunner has not been able to locate “official” documentation about the establishment of the library as required in the Attorney Opinion letter. She did briefly look at city council minutes from 1894-1896, but did not find anything conclusive at this time.

Architect Bill Phillips came by last Friday to speak with Mrs. Bunner about the bids going out for the concrete project for the 1st section of the library parking lot. Mrs. Bunner asked Mr. Phillips if he had worked with any USDA grants. He suggested contacting Ms. Armstrong since bids are often times on hold until the organization actually is awarded the grant monies.

When Mrs. Bunner contacted Ms. Armstrong about the timing, she replied:

The application must be filed and approved before any work can begin. Starting work before grant approval is at your own risk and could jeopardize your funding. We absolutely cannot fund work that has already been done. Funding is not guaranteed until you have our obligation form in hand. We can process the application with an estimate for the work to be done and then adjust the funding later if bids come in higher or low.

There are two main considerations at this point—the Attorney Opinion letter and the possibility of applying for the grant for a future section of concrete. Mrs. Bunner will contact Ms. Armstrong to clarify the timelines involved to see if applying for future work would be a consideration. The Board decided to table this issue until the April meeting to discuss any further clarification and to determine if they want to engage attorney Lenzini for the Attorney Opinion letter.

5.) Instagram Library Webpage

Public Services Assistant, Ben Smith, and Youth Services Librarian, Tiffany Kaufmann would like to start a library Instagram page. These pages are primarily photos of library activities and events.

Approved Motion: The board voted unanimously to approve creating a library Instagram webpage (Motion: Mrs. Vogel; Second: Mr. Leighton).

6.) Social Networking Policy Update

Mrs. Bunner presented updates to the Social Networking Policy to reflect the addition of Instagram and changes in wording related to protected and unprotected speech.

Approved Motion: The board unanimously voted to accept the revised Social Networking Policy (Motion: Mrs. Freiley; Second: Ms. Emmons).

7.) Photography and Video Policy

Given the addition of an Instagram webpage with many photos Mrs. Bunner presented a suggested Photography and Video Policy crafted by Ancel Glink for RAILS libraries.

Approved Motion: The board unanimously voted to accept the Photography and Video Policy (Motion: Mr. Leighton; Second: Mrs. Vogel).

8.) Update of Personnel Policy related to Social Media Use

Mrs. Bunner presented a revision to the Social Media Use section of the personnel policy. The changes include a section encouraging separate personal and business e-mail accounts as well as clarifying protected and non-protected speech.

Approved Motion: The board unanimously voted to accept the updates to the Social Media Use section of the Personnel Policy. (Motion: Ms. Emmons; Second: Mrs. Freiley).

9.) Sexual Harassment Policy and Resolution

Mrs. Bunner is waiting on specifics from the Illinois Department of Human Rights about online training available through their website. When more information is available, she will present the revisions to this section of the personnel policy as well as the required resolution.

10.) Pandemic Safety in Disaster Recovery Plan

The Board reviewed the existing section on pandemics in the Library's Disaster Recovery Plan. The current COVID-19 pandemic has seen rapid changes daily for libraries. In-house programmers cancelled starting March 12th. Staff cancelled story times and pulled all children's toys by the end of the week. While the library always has had hand sanitizers and facial tissues out for the public, Clorox wipes were placed by the public computers. The Governor closed all public schools by 4:00 p.m. on Friday, March 13th. Throughout the weekend many libraries were closing in anticipation of
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crowds of families gathering since the school closures. The Illinois Library Association as well as the American Library Association were recommending all public libraries close.

Our policy authorizes the closure of the library during pandemics if required by public health officials or at the determination of the library Director and Board President. In consultation with Mr. Meade, Mrs. Bunner issued press releases notifying the public the library would be closed from March 17-31 at which time the closure would be reassessed. Mr. Meade crafted a Declaration of Emergency Closure, which was forwarded to the City of Canton.

All staff will be paid their regularly scheduled hours. While Mrs. Bunner has staff working through Friday, she will determine work flow for the following weeks based on library need and staff health. Mr. Meade and Mrs. Bunner will be monitoring an extension to the school closure dates to determine if the library will extend its closure as well.

At this time the board plans to physically meet for the April 15th meeting. The Governor has allowed flexibility to the Open Meetings Act to allow remote attendance during the pandemic.

11). Future Board Candidates

The board discussed several possible candidates to fill the vacancy left by the resignation of Michelle Quinones. Mr. Meade will approach candidates to determine their interest and report his findings at the April meeting.

Adjournment: The meeting was adjourned at 5:30 p.m. (Motion: Mrs. Vogel; Second: Mr. Leighton).

Attest: _____
Secretary

Date: _____