

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for April 15, 2020—4:00 p.m.**

**A.) Call to Order:**

**Note:** The library itself was closed due to the COVID-19 pandemic. The board meeting was held virtually via Zoom with the agenda posted online and outside the building including instructions for the public on how to join the meeting or e-mail comments.

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

**Absent:** None

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

**Approved Motion:** Hearing no objections or corrections, the March 18, 2020 minutes were approved. (Motion: Mrs. Ludlum; Second: Mrs. Vogel). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Nays: None

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Update on the Charles D. Ingersoll Trust**

Mrs. Bunner updated the Board on the current values of the trust. Given the COVID-19 pandemic Rick Imhoff cancelled the Trust meeting for April 22, 2020, but encouraged the trustees to call him with any questions.

**Statements of Economic Interest**

Mrs. Bunner received the receipts for the filing of the Statements of Economic Interest.

**Director's Activities in March**

Director activities in March: City of Canton Complete Count Census 2020 Meetings, Rotary Luncheons.

**E.) Director's Report**

**1.) Consent Agenda for March 2020**

**Approved Motion:** The board voted unanimously to approve the consent agenda for March 2020 (Motion: Mrs. Ludlum; Second: Mrs. Freiley). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Nays: None

## **2.) COVID-19 and Library**

Mrs. Bunner reviewed the current status related to the COVID-19 pandemic. The library has been closed from March 17<sup>th</sup> through April 20<sup>th</sup>. The Governor has extended the closure until April 30<sup>th</sup>. The Board felt the library would follow the Governor's executive order and will extend its closure until April 30<sup>th</sup> or later as deemed necessary.

Mrs. Bunner and Tiffany Kaufmann, Youth Services Librarian, are discussing possible modifications for the 2020 Summer Reading Program. Even if the library opens before the June 8<sup>th</sup> start date, it is a very real possibility that groups of people will be discouraged. This could affect story times and special children's programs in particular. This summer we are considering focusing on individualized services, "take it, make it" crafts, and a "call in, check out" option for patrons of all ages. The "call in, check out" program would allow patrons, if they so choose, to call in with a list of 10 items for checkout. Staff would pull the selected items, check them out, and have them ready for pick-up at the front desk. This would eliminate a patron's time spent around others.

Tentative plans for checking in items will include a preliminary check for insect infestations and then a 72-hour quarantine before items are returned to the circulating collection. The 72-hour quarantine is the maximum recommendation on the return of library materials based on information from the Northeast Document Conservation Center and the CDC. Mrs. Bunner has ordered "sneeze guards" to be placed at the circulation desk, and we have acquired 2 cloth masks for each employee from Di's Bridal, a local Canton business making masks at no charge (but accepting donations).

Staff plan to waive all late charges for at least one month after opening. Outreach delivery services may be delayed longer after opening to protect staff and those patrons more susceptible at this time.

Since automatic e-mail and text notices are still being sent for late items, staff are waiving those upon request so those patrons can access the downloadable eBooks and eAudios from Alliance Digital Media Library (OverDrive).

Mrs. Bunner is at the library every weekday working. The library is still accepting all deliveries, answering phone messages, and responding to e-mails. Other staff are "on-call" and Mrs. Bunner is coordinating their coming into work on an as needed basis to perform cataloging, to process materials, to update computers, and to process payroll and bill paying. All maintain social distancing and no more than 3-4 are in the building at one time.

## **3.) Bids for Concrete Work on Parking Lot (Section 1)**

Mrs. Bunner spoke with architect Bill Phillips. He plans to have a bid opening the last week of April at his office. He will then have a recommended bid for our May 20, 2020 board meeting.

## **4.) Library Taxation and City Budget**

Mr. Meade provided a recap of the taxation issue. The City did receive our official request, sent March 18, 2020, to be included in the December 2020 levy. Mr. Meade and Mrs. Bunner addressed City Council on April 7<sup>th</sup> during the virtual City Council Meeting. Questions were raised about the library seeking grant funds. Mr. Meade responded this levy request reflected a longer-term budget issue than a one-time grant. Council questioned the impact of minimum wage, which Mr. Meade and Mrs. Bunner responded was just one contributing factor.

Prior to the council meeting library attorney, Phil Lenzini, fielded several questions from City Attorney Chris Jump related to the amount of total tax requested as well as the need for a public referendum. Mr. Lenzini responded back in writing noting the applicable statutes. This request does not need a public referendum. The requests are within the limits of the law and per statute must be levied in the amounts determined by the library board.

After some discussion both attorneys agreed the library's request did not need to appear in the City budget for May 1, 2020 to April 30, 2021 since monies levied on the library's behalf in December 2020 would not be received until June 2021. Library budgeted amounts should be included in their budget for May 1, 2021 to April 30, 2022.

As the process of including the library's request is new, our next step is to be sure the library's request is included in the 2020 levy. The library will trigger a truth-in-taxation hearing for the city. The hearing will probably be held in November to meet the statutory requirements of the levy being accepted in December 2020. Our requested amounts have been made and are final.

Our press release was given to the Fulton Democrat and the Daily Ledger with an embargo date of April 8<sup>th</sup> after Mr. Meade and Mrs. Bunner were to speak to City Council on April 7<sup>th</sup>. John Froehling, editor of the Fulton Democrat, asked Mrs. Bunner for more information. His article appeared in their April 8<sup>th</sup> issue. It was an excellent article explaining the library's history and its financial needs.

Mr. Meade did receive a letter opposing library taxation. Mrs. Bunner received a positive e-mail, and Mrs. Vogel heard a positive comment. The board is encouraged to forward all comments to Mrs. Bunner, who will keep a file of all correspondence.

Given the atmosphere of uncertainty during COVID-19 and the current closure of the library, the board felt it best to postpone further press releases on taxation until a later date.

#### **5.) Follow-up about USDA Community Facilities Fund Grants**

Mrs. Bunner spoke with Bill Phillips on March 13<sup>th</sup> about the upcoming concrete work for the first section of the parking lot work this summer. He suggested checking about the timeline for the grant since we are already seeking bids for Section 1. Lynn Armstrong of the USDA replied we could not apply for the grant if we are already seeking bids. She said it might be possible to apply in future years prior to bids being submitted.

The other requirement for a pre-application involved the Attorney Opinion Letter. This letter needs to be filled out by our attorney to establish our existence and for the USDA to determine if the library could apply independently for the grant or if the City of Canton would need to apply on behalf of the library. Mrs. Bunner asked Mr. Lenzini for an estimate of the possible cost of such work. He thought it could be as much as \$1000, but it was difficult to estimate depending on what documentation existed.

After some discussion the Board decided to table this issue and explore the possibility of a USDA grant for Section 2 or Section 3 when the library is open on a more normal schedule and the taxation issues are more stable.

## 6.) Sexual Harassment Policy and Resolution

Mrs. Bunner presented a draft resolution related to sexual harassment as well as some personnel policy updates to reflect changes in the law. The new changes include lists of specific examples of harassment, a requirement for annual training for all employees, and a requirement to report any disputes or judgments.

**Approved Motion:** The board voted unanimously to approve the resolution and updates to the personnel policies related to sexual harassment (Motion: Mr. Leighton; Second: Mrs. Vogel). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Nays: None

## 7.) Approval to Process the Illinois Public Library Annual Report (IPLAR)

The Illinois State Library requires the submission of the Illinois Public Library Annual Report (IPLAR) within 60 days after end of the fiscal year. This report along with the Library Annual Report are usually brought before the Board for approval before submission. The IPLAR does require an electronic signature from the board president and secretary when submitted. Given our change in fiscal year, these reports are due June 30<sup>th</sup>. During this time of COVID-19 pandemic, Mrs. Bunner asked for Board approval to file this report in advance if need be.

**Approved Motion:** The board voted unanimously to approve the filing of the IPLAR in advance if needed (Motion: Mrs. Freiley; Second: Mrs. Vollmar). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Nays: None

## 11.) Recommended Board Candidates for Mayoral Appointment

While Mr. Meade approached a few candidates about serving on the library board, several felt with the pandemic, it was not a good time to take on another position. After some discussion the Board felt it best to leave the trustee position left vacant by the retirement of Michelle Quinones unfilled at this time.

The terms of Laura Kessel, Cathy Ludlum, and Jana Emmons are up for re-appointment this May.

**Approved Motion:** The board voted unanimously to recommend Mayor McDowell re-appointment Laura Kessel, Cathy Ludlum, and Jana Emmons for additional 3-year terms (Motion: Mrs. Vogel; Second: Mr. Leighton). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Nays: None

**Adjournment:** The meeting was adjourned at 5:08 p.m. (Motion: Mrs. Freiley; Second: Mrs. Vogel).

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

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