

Parlin-Ingersoll Public Library Board of Trustees

Minutes for May 20, 2020—4:00 p.m.—Meeting #1

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, Rhonda Vogel, Keely Vollmar

Absent: Trygve Meade

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the April 15, 2020 minutes were approved. (Motion: Mrs. Vogel; Second: Mrs. Vollmar). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Rhonda Vogel, Keely Vollmar. Nays: None

C.) Public Comments

There were no public comments.

D.) Communications

eRate Funding Year 2020

The library was granted eRate funding for funding year 2020 (July 1, 2020-June 30, 2021). The library was awarded up to \$3,459.36 to cover 80% of the costs of the existing Comcast cable internet line as well as the new MidCentury Fiber line.

City of Canton Equalized Assessed Valuation (EAV)

The Fulton County Clerk told Mrs. Bunner the City of Canton EAV figures will not be available for another 4-6 weeks. This figure is used to calculate the library's non-resident fees for the year. The non-resident fees need to be updated on the RAILS library system website. Mrs. Bunner will notify the Board when this figure is available.

Director's Activities in March

Director activities in April: Virtual City of Canton Complete Count Census 2020 Meetings, Virtual City Council Meeting, Virtual Rotary Board Meeting, Virtual COVID-19 webinars.

E.) Director's Report

1.) Consent Agenda for April 2020

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

2.) Bid for Concrete Work on Parking Lot (Section 1)

Mrs. Bunner received the bid recommendation from Phillips and Associates. The primary bid for section 1 includes the base parking lot from the Locust Street Driveway to Chestnut Street, including the parking next to the building. The low bidder was Otto Baum Company in the amount of \$67,823.99. Mr. Leighton asked the condition of the library finances for this project especially given the COVID-19 pandemic. Miscellaneous library income from overdues, computer prints, and faxes is expected to be lower given the closure, and investment income from lower interest rates will most likely be lower as well. Mrs. Bunner replied a large portion of the concrete project could be covered by monies currently in the checking account with a balance available to transfer from our money market account. Mr. Phillips felt since the alternate bid included the storm drain section, the worst sections would be completed if the remaining sections would need to be delayed.

Note: Jana Emmons joined the meeting at this time.

Approved Motion: The board voted unanimously to approve the bid for section 1 from Otto Baum for \$67,823.99. (Motion: Mrs. Freiley; Second: Mrs. Kessel). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Rhonda Vogel, Keely Vollmar. Nays: None

The alternate bid included an additional section to the west of section 1 to include the portion of the parking lot including the storm drains. This bid was for \$17,304.87 for a total of \$85,128.86. The probable start date is June 1st or shortly before.

Approved Motion: The board voted unanimously to approve the alternate bid from Otto Baum for \$17,304.87. (Motion: Mrs. Vogel; Second: Mrs. Vollmar). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Rhonda Vogel, Keely Vollmar. Nays: None

3.) COVID-19 and Library

Mrs. Bunner reviewed the current status related to the COVID-19 pandemic. There have been conflicting attorney opinions regarding the classification of libraries within the Executive Orders from Governor Pritzker. One does not view a library as a “non-essential” business. The other feels libraries are classified under governmental units, which can determine for themselves what services are essential.

The State of Illinois is currently in Phase 2 of the Governor’s Restore Illinois plan. It is highly likely the State will move into Phase 3 as of May 29th. It is not clearly defined where libraries fit into the details of Phase 3.

Mrs. Bunner reviewed the tentative re-opening strategies for when the library can open. Due to the construction in the library parking lot as well as cross-contamination concerns, the library will not be able to do any curbside service. However, there are plans for a “call-in, carry-out” service, where patrons can call in with a list of up to 10 items to be pulled, checked out, and ready for pick up inside the library by the patron. Returns will be at a separate station. All items will be quarantined for 7 days. A combination hybrid plan is underway for the summer reading program. The staff have adequate PPE, hand sanitizer, gloves, and masks. When the library can re-open, all staff and patrons must wear a mask while in the library.

Note: Mrs. Freiley needed to leave the meeting at this time for a work-related commitment.

After much discussion, the Board did not feel comfortable making a final decision at this time. They are willing to open the library if doing so is in agreement with the Governor's Executive Orders for Phase 3, particularly for libraries, and the Director feels comfortable enough PPE is available for staff.

Approved Motion: The board voted unanimously to authorize Kim Bunner in consultation with Board President, Trygve Meade, to make a decision on an opening date after consulting the upcoming Executive Order for Phase 3 and its details for libraries (Motion: Mrs. Emmons; Second: Mrs. Kessel). Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Rhonda Vogel, Keely Vollmar. Nays: None

4.) Library Annual Report

Mrs. Bunner presented the library annual report for FY20. This year's report is very unusual as the figures include an 11-month fiscal year as well as 6 weeks of library closure. This report is shared with the auditor and a copy is sent to the Mayor.

Approved Motion: The board voted unanimously to approve the Annual Report for FY20 (Motion: Mrs. Ludlum; Second: Mrs. Vollmar). Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Rhonda Vogel, Keely Vollmar. Nays: None

5.) Illinois Public Library Annual Report (IPLAR)

Mrs. Bunner shared the completed IPLAR report with the Board. The Board approved its filing at the meeting last month.

6.) Final Approval of Trustee Appointments

Mayor McDowell and City Council approved the re-appointment of Jana Emmons, Laura Kessel, and Cathy Ludlum. All trustees must complete the Open Meetings Act training each term.
[\(http://foia.ilattorneygeneral.net\)](http://foia.ilattorneygeneral.net).

Approved Motion: The board voted unanimously to accept the mayoral re-appointments of Jana Emmons, Laura Kessel, and Cathy Ludlum. (Motion: Mrs. Vogel; Second: Mr. Leighton). Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Rhonda Vogel, Keely Vollmar. Nays: None

7.) Library Taxation and City Budget

Adjournment: The meeting was adjourned at 5:00 p.m. (Motion: Mrs. Vogel; Second: Mrs. Vollmar).

Attest: _____
Secretary

Date: _____