

Parlin-Ingersoll Public Library Board of Trustees
Minutes for June 17 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 May 20, 2020 minutes for Meeting #1 and Meeting #2 were approved. (Motion: Mrs. Freiley; Second: Mrs. Ludlum). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Keely Vollmar. Abstain: Trygve Meade. Absent from vote: Rhonda Vogel

C.) Public Comments

There were no public comments.

D.) Communications

Per Capita Grant FY2020 Award

Mrs. Bunner received notification the library was awarded a Per Capita Grant for FY2020 in the amount of \$18,380. Due to the COVID-19 pandemic, these funds may be significantly delayed.

Update on Parking Lot Concrete Project

Work started the week of June 8th. Concrete pouring is expected to begin next week. There might be one day when the west side entrance is closed while the workers work on the concrete closest to those doors. On that day the public will be using the eastside doors.

Possibility of Board Meeting In-Person in July

The Governor extended his relaxation of the virtual meeting portion of the Open Meeting Act until June 26th. This relaxation allows the board to meet virtually without a physical quorum present and without having established a written policy regarding electronic attendance. The board may be in a position to have an in-person meeting for the July 15th meeting.

Note: Rhonda Vogel joined the meeting at this time after having some connection issues.

Director's Activities in May

Director activities in May: Virtual City Council Meeting May 5th, Virtual Complete Count Census 2020 Meetings, Virtual Rotary Meetings, Bid Opening at Phillips & Associates for the Concrete Paving Project.

E.) Director's Report

1.) Consent Agenda for May 2020

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

2.) Shared Communication from Laura Kessel: Local Group Expresses Interest in Equity and Racial Awareness

Mrs. Kessel mentioned a local Facebook group expressed interest in working with the library on ways to raise awareness on diversity and racial justice. She mentioned the group spoke of various ways to engage the community, and one way was possible donations of materials to the library. Mrs. Freiley commended the library's collection on a variety of issues. She felt materials have helped her become a better educator in understanding the perspective of others. Mrs. Bunner offered to compile a bibliography of existing materials as well as noting the library does accept requests from the community. Mr. Leighton encouraged reaching out personally to the group, and Mr. Meade concurred.

3.) Non-resident Card Fees

As required by RAILS and the Illinois State Library, the Board must annually approve the acceptance of non-resident cards as well as list the fee charged for non-resident cards. In November of 2014 Anne Craig, Director of the Illinois State Library, accepted our using Charles D. Ingersoll Trust funds to pay the non-resident fees for those patrons living outside the City of Canton, but within Canton School District.

Below are the calculations for 2020-2021 based on the calculations approved by the Illinois State Library to figure our non-resident fee:

Equalized assessed valuation of the City of Canton for 2019=\$134,420,818
\$134,420,818 x .0013 (minimum library tax rate) = \$174,747.06
\$174,747.06 ÷ 14,704 (2010 Canton population) = \$11.88 per person
\$11.88 x 2.28 (average household size per 2010 Census) = \$27.09

586 non-resident cardholders represent 384 households
384 x \$27.09= \$10,402.56

In addition, on June 5, 2020, the Governor signed the Cards for Kids Act (HB 2096, p. 4, now PA 101-0632) which prohibits a library that offers non-resident library cards from charging fees for such cards to a student in an unincorporated area in Illinois whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. According to the Illinois Library Association, further details about the implementation will be developed in rules shortly. This change in the law will be included in letters going out later in the year to our non-residents, who may be charged fees after April 30, 2021.

When the 2020 equalized assessed valuation of the City of Canton for 2020 is released, the board will be calculating the non-resident fee using the actual library tax rate against the 2020 EAV for the City of Canton.

Approved Motion: The board voted unanimously to approve issuing non-resident cards (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

Approved Motion: The board voted unanimously to approve non-resident free of \$27.09 per household (Motion: Mrs. Vollmar; Second: Mrs. Freiley). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Nays: None

Approved Motion: The board voted unanimously to approve Charles D. Ingersoll Trust pay the non-resident fees for FY21 while the library is still not receiving tax funding (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

4.) Library Re-Opening Updates

We originally scheduled an extra 9 staff hours per week in order to cover the circulation desk to prevent any cross contamination from returns and check-outs and to respond to the call-in, carry-out service. Thus far, the traffic has been slow, and staff are more than able to keep up with demand. We plan to reduce these extra hours and resume our normal staffing hours next week.

Patrons are very pleased we are open. We continue to limit access to no more than one hour. While public computers are limited to 5 machines, we have had no one waiting for use. The use of the special early morning hours has been extremely low. Summer reading registration is also lower.

We continue to quarantine items for 7 days. The current study by the Institute of Museum and Library Services should have more of their results by the end of the month. We will respond to those recommendations. RAILS library system plans to start regular deliveries on June 29th. We anticipate interlibrary loan services to start by mid-July as well as outreach delivery to patrons residing in their individual homes.

5.) Library Committee Appointments

The board discussed committee assignments at the April meeting. While the board generally operates as a committee of the whole, the board discussed the need for a separate finance committee. All members of the board can currently receive financial documents and attend Charles D. Ingersoll Trust meetings.

Approved Motion: The board voted unanimously to disband a separate finance committee and operate as a committee of the whole. (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.

Mrs. Bunner will revise the by-laws accordingly.

Adjournment: The meeting was adjourned at 4:42 p.m. (Motion: Mrs. Vogel; Second: Mrs. Freiley).

Attest: _____
Secretary

Date: _____