

Parlin-Ingersoll Public Library Board of Trustees
Minutes for August 19, 2020—4:00 p.m.

A.) Call to Order:

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 June 17, 2020 minutes were approved by unanimous vote. (Motion: Ms. Emmons; Second: Mr. Leighton).

Approved Motion: Hearing no objections or corrections, the July 8, 2020 special meeting minutes were approved by unanimous vote. (Motion: Ms. Emmons; Second: Mrs. Vollmar).

Approved Motion: Hearing no objections or corrections, the July 22, 2020 minutes were approved by unanimous vote with a correction noting the attendance of Tad DeRenzy from Canton Union District #66. (Motion: Mrs. Freiley; Second: Mrs. Vogel).

C.) Public Comments

There were no public comments.

Communications were moved to the end of the meeting to allow ample time to discuss the agenda items before a trustee had to leave by 5 p.m.

D.) Director's Report

1.) Consent Agenda for June 2020

Approved Motion: The board voted unanimously to approve the consent agenda for June 2020 (Motion: Ms. Emmons; Second: Mrs. Kessel).

2.) Consent Agenda for July 2020

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

3.) Report on the Quality of Concrete for East Side of Parking Lot

Late last week Mrs. Bunner met with architects Doug Bentzinger and Bill Phillips. Apparently, the test segment of the concrete from the east side of the library did not meet specifications for compressive strength. Five samples were taken and examined for hardness at 7 days, 14 days, and 28 days. The bid specifications were for a 4000 PSI by the 28th day. Tests were performed by Whitney and Associates of Peoria. By the 28th day the PSI loads were:

- 1C 3090
- 2C 3080
- 3C 3860
- 4C 3110
- 5C 2880 (This lowest section was from the edge connecting to the Locust Street driveway and the opposite side including the public sidewalk)

Mr. Bentzinger and Mr. Phillips said they do not normally see this happening. They were going to follow through with Otto Baum on possible options. The concrete was from Canton Ready Mix (Davis Sand and Gravel). Both architects were going to have the sample tested for possible fly ash, which was specified not to be used in the mix. This would affect durability of the concrete. They were also looking at possible options of adding extra sealants on the concrete, extending the warranty, examining the cure strength at 56 days, as well as replacing areas.

Mr. Phillips called Mrs. Bunner this morning with an update. Phillips and Associates asked Otto Baum for a guarantee the concrete would not have surface deterioration. Otto Baum said they were not able to make a guarantee about surface failure. Phillips and Associates countered and said they reject all concrete as not meeting specifications, and it should be replaced. Otto Baum then countered with extending the warranty from 1 year to 3 years. Mr. Phillips wanted to see what such a warranty might specify in writing and has not yet heard back.

The sample taken for analysis did not test positive for fly ash; however, it did show too much air entrainment and excess water. Both of these excesses can cause the strength of the concrete to decrease. Today's concrete pour on the west side had one batch of concrete rejected during its "slump test," and the truck was sent back. Test cores were taken from the west side pours as were done in the east side pours. Canton Ready Mix did state they had added an extra 43 pounds of cement to the west side concrete.

Mr. Phillips suggested rejecting the east side concrete now and insisting it be replaced. He will wait to see the results of the west side testing. He has not seen a low test on concrete in 5-10 years. However, this quality of mix is not up to specifications, and there are concerns about the air entrainment and excess water.

Approved Motion: The board voted unanimously to affirm Phillips and Associates rejection of the concrete on the east side and to have it removed and replaced. (Motion: Ms. Emmons; Second: Mrs. Vogel).

Approved Motion: The board voted unanimously to approve Phillips and Associates recommendations for the remainder of the concrete project (Motion: Ms. Emmons; Second: Mrs. Kessel).

4.) Transfer of Funds for Parking Lot Project

At the July 8, 2020 special meeting, the Board authorized proceeding with the completion of the public parking lot based on the change order submitted from Otto Baum. After removing the asphalt in that section, several areas of unstable subgrade were discovered. Phillips and Associates received a quote from Otto Baum for \$11,232 to remediate these areas by removing 12" of subgrade, installing stabilization fabric, and backfilling with crushed limestone aggregate. The east side of the parking lot had a small area needing remediation at a cost of about \$178 per cubic yard. For this west side, the

cost was quoted at \$144 per cubic yard. Architect Doug Bentzinger of Phillips and Associates said this is the most economical method of stabilizing these unknown weak areas of subgrade and recommended proceeding with the work. Project contingency funds could bring the remediation costs down to roughly \$7,532. Mrs. Bunner told Mr. Bentzinger to proceed.

The Library had enough surplus in its checking account to cover the cost of the east section. However, the extra cost of the west side section (\$82,095) plus the remediation (\$11,232) plus Phillips and Associates fees estimate (\$7,133) could result in an extra cost of up to \$100,460 for the west section. In addition, there is still about \$14,000 in costs not yet paid on the east section.

Mrs. Bunner consulted with the Library Reserves Trust Account Manager, Sue Freiley, who recommended transferring \$50,000 into the checking account from the money market account now. The library has a \$50,000 Morgan Stanley CD, which is callable on 8/21/2020. These monies will be placed in the money market. In addition, the library also has a Goldman Sachs CD callable on 10/22/2020. Mr. Leighton noted his approval of selling the Goldman Sachs CD as it is in an unrealized gain position.

Approved Motion: The board voted unanimously to transfer \$50,000 from the library money market account into the library checking account (Motion: Ms. Emmons; Second: Mrs. Vogel).

Approved Motion: The board voted unanimously to sell the Goldman Sachs CD at the best possible rate and transfer the proceeds into the library checking account (Motion: Ms. Emmons; Second: Mrs. Kessel).

5.) Reference and Reader's Advisory Policy

The library's Reference and Reader's Advisory Policy is due for its 2-year review (75 ILCS 5/4-7.2). There were two additional sections added: one acknowledging our one-on-one technology instruction and one describing specifics related to reader's advisory.

Approved Motion: The board voted unanimously to approve the changes to the policy (Motion: Mrs. Vogel; Second: Mrs. Freiley).

6.) Collection Management and Selection Policy and Collection Guidelines

These policies are also due for their 2-year review (75 ILCS 5/4-7.2). Mrs. Bunner reviewed the suggested changes and updates. Discussion followed.

Approved Motion: The board voted unanimously to approve the changes to the policy and the guidelines (Motion: Mrs. Freiley; Second: Mr. Leighton).

7.) Closure of the Library for the Friendship Festival

The library traditionally has closed on the Saturday of the Festival since the parade line-up occurs on Chestnut Street. Due to COVID-19, there will not be a Friendship Festival Parade. The parking lot work may or may not be completed at this time.

Approved Motion: The board voted unanimously to follow tradition and keep the library closed this year on Saturday, September 19, 2020. (Motion: Mrs. Emmons; Second: Mrs. Vogel).

8.) Possible Trustee Candidates

After some discussion the Board decided to table this issue.

E.) Communications

Elson Trust

The library received an annual distribution from the James Elson Trust of \$2,032.50.

ILA Virtual Conference

The Illinois Library Association Conference on October 20-22, 2020 will be held virtually due to COVID-19. The library has budgeted for 3 staff and 3 trustees to attend. The registration cost has been reduced so we could add an extra or two. Mrs. Vogel and Mr. Leighton, our newest trustees, have not yet attended a conference. Mrs. Ludlum noted how valuable conference meetings have been. Mrs. Bunner passed out a conference schedule, and asked for confirmation of attendance by the next board meeting, September 16th.

New Hires

Molly Linder and Lauren Stremmel resigned effective July 31, 2020 to attend college. Mrs. Bunner felt the library could reduce some of the hours allotted to those positions and spread those hours among 3 new hires: Aubrey Brooks, Elliyah Sale, and Jackie Curry. These positions are part-time and are not eligible for IMRF.

Racial Awareness Bibliography

Mrs. Bunner reviewed the bibliography of library materials on racial awareness. She contacted Andrea Phillips and shared a copy with her.

Summer Reading Program Summary

Mrs. Bunner presented the summer reading program report and survey done by Tiffany Kaufmann, Youth Services Librarian. While the registration numbers were down over 50% due to the COVID-19 pandemic, many did enjoy the activity packets. The most popular event was the story Walk and Read outside the library building. While we do not plan to have story times this fall due to the pandemic, Mrs. Kaufmann does have plans to promote the 1,000 books before Kindergarten program, which can be done independently.

Per Capita Grant Requirements for FY21

While we normally would have already started discussing these requirements, the Illinois State Library has not yet released the FY21 requirements.

Update on the Audit

Auditor Andy Saltzman is working the final details of the audit. Mrs. Bunner hopes to have information at the meeting in September.

Director's Activities in June and July

Director activities in June and July: Virtual Rotary Meetings, Virtual Rotary Board Meeting.

Adjournment: The meeting was adjourned at 4:55 p.m. (Motion: Mrs. Emmons; Second: Mrs. Kessel).

Attest: _____
Secretary

Date: _____