

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for September 16, 2020—4:00 p.m.**

**A.) Call to Order:**

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

**Absent:** Jana Emmons, Laura Kessel

**B.) Public Comments**

There were no public comments.

Due to a presentation by Phillips and Associates, the order of the agenda was revised to allow Phillips and Associates to speak first on the agenda

**C.) Agenda Items**

**1.) Update on the Library Parking Lot Construction and Replacement**

Bill Phillips and Doug Bentzinger presented their recommendations on the replacement of the parking lot concrete which did not meet specifications. The main drive area on the east side between the Locust street driveway and Chestnut Street will be removed and replaced. In addition, the section 9A of the west side of the parking lot did not meet specifications, and it will be removed and replaced.

Those east side parking areas, where the core cylinders did average 4,000 psi, do meet specifications. Mrs. Bunner questioned the durability of the concrete with cylinder holes in these areas. Both Mr. Phillips and Mr. Bentzinger did research on the best treatment of the areas, which were drilled in situ for core cylinders. These holes will be filled in with a non-shrink grout and sealed.

Samples of the replacement concrete will be taken and tested for strength as before. Mr. Meade asked what might be a reasonable life expectancy of concrete work. Mr. Phillips estimated about 30 years.

**Approved Motion:** The board voted unanimously to approve the recommendations by Phillips and Associates to remove and replace the areas of concrete, which do not meet specifications. (Motion: Mrs. Freiley; Second: Mrs. Ludlum. Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

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

**Approved Motion:** Hearing no objections or corrections, the August 19, 2020 minutes were approved by unanimous vote. (Motion: Mrs. Vollmar; Second: Mrs. Vogel). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

## **E.) Communications**

### **ILA Attendance**

Mr. Leighton, Mr. Meade, and Mrs. Vogel will attend the ILA Virtual conference from October 20-22. Most trustee events are on Thursday, October 22<sup>nd</sup>, but the virtual attendance includes all three days. Some of the sessions will also be recorded for later viewing. Mrs. Bunner and Mrs. Kaufmann also plan to attend.

### **October Board Meeting**

Due to ILA, a reminder the October Board meeting will be on October 14<sup>th</sup>.

### **Director's Activities in August**

Director activities in August: Virtual Rural Libraries Directors Meeting; Virtual Peoria-Area Library Directors Meeting; Virtual Rotary Meetings; Virtual Rotary Board Meeting

## **F.) Director's Report**

### **1.) Consent Agenda for August 2020**

**Approved Motion:** The board voted unanimously to approve the consent agenda for August 2020 (Motion: Mr. Leighton; Second: Mrs. Freiley). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

### **2.) Memorial gift from the late Marvis Ferro Smith**

Mrs. Bunner received a donation check for \$50,000 from James Ferro and Lou Ann Delost, the children of Marvis Smith. They said how much Marvis enjoyed the library and shared her wish to leave \$50,000 to the library to be spent on whatever the library needs. Marvis came in regularly and gave the staff handmade gifts each Christmas.

The Board discussed the addition of two fireproof cabinets to hold the library minutes. This had been on the list of capital expenses for FY21, but had been put on hold after deciding to replace the west side of the parking lot. Estimates for the cost of two such cabinets and delivery were about \$7,000-\$8,000. Mr. Leighton mentioned MidAmerica National Bank had some older fireproof cabinets they were discarding as part of their remodeling.

**Approved Motion:** The Board voted unanimously to have Mrs. Bunner look at the suitability of the file cabinets at MidAmerica Bank. If those were not suitable, to go ahead and purchase two cabinets and use a portion of the donation from Marvis Smith to cover the cost of purchase and delivery. (Motion: Mrs. Ludlum; Second: Mrs. Freiley). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

The Board will continue to discuss other possibilities for spending this donation at future meetings.

### 3.) Draft Financial Statement from Audit

The Board reviewed the draft financial statement from auditor, Andy Saltzman of Ginoli and Company.

**Approved Motion:** The board approved accepting this draft in its final form with appropriate dates. (Motion: Mrs. Vogel; Second: Mr. Leighton). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

Mrs. Bunner will contact Mr. Saltzman to send the final bound copies to the library. A copy will be sent to Mayor McDowell and the Fulton County Clerk. As required by law, a notice of the availability of the audit will be placed in the newspaper as well as an electronic copy placed on the library website.

### 4.) Update on Library Staffing

Mrs. Bunner updated the Board on the delay in receiving a background check for Jacqueline Curry. Elam Detective Agency sent her application to Accurate Biometrics, who then sent it on to the Illinois State Police. Mrs. Bunner tried to follow through with all three agencies. Apparently due to the pandemic, the Illinois State Police is very slow in responding. The Board discussed some other available options.

**Approved Motion:** The board voted unanimously for Mrs. Bunner to offer probationary employment to Ms. Curry, and when a successful background check is received, to move her off of probationary status. (Motion: Mrs. Freiley; Second: Mrs. Vollmar). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

### 5.) Per Capita Requirements

Mrs. Bunner reported the FY21 Per Capita Grant requirements from the Illinois State Library have still not been released. The State hopes to have them available in October.

### 6.) Review of Library Strategic Plan for FY2020-FY2024

Mrs. Bunner reviewed the progress and updates made during FY21. One of the major objectives involves the implementation of a library tax through the City of Canton. Mr. Meade suggested reaching out to the City Treasurer and City Comptroller in October to remind them about the addition of the library tax requests in their levy. Mr. Meade is willing to prepare the Truth in Taxation notice, and the library is willing to cover the cost of the advertisement.

The library automation upgrade and telephone system upgrades have already been completed. Fiber installation upgrades are in process. Other objectives involving more community outreach, particularly with the schools, have been put on hold due to the pandemic.

**Approved Motion:** After further discussion, the Board voted unanimously to accept the updates and modifications to the Strategic Plan as presented. (Motion: Mrs. Ludlum; Second: Mrs. Freiley). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

## 7.) Circulation Policy Update

Mrs. Bunner highlighted some of the updates to the policy. The major changes involve updates to the non-resident charges due to the library implementing taxation and due to the Cards for Kids Act, which will give students in non-resident areas library cards at no charge. The Illinois State Library is currently working on the implementation guidelines for this new law. They hope to have their guidelines approved by the end of December. Since the library will not be charging any fees until May 2021, details should be finalized in plenty of time.

Another legal change revises some of the details for libraries giving cards to tax-paying property owners in the City. We also clarified privileges for retired board members. In addition, we did extend the grace period to 5 days due to the COVID-19 pandemic. Currently we are also giving a 14-day free period for all returned items as we check in due to the 7-day quarantine.

**Approved Motion:** The Board voted unanimously to accept the updates to the Circulation Policy (Motion: Mrs. Freiley; Second: Mrs. Vollmar). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

## 8.) Security Camera Policy

The only update to this policy was to note the cameras are operational 24/7.

**Approved Motion:** The Board voted unanimously to accept the updates to the Security Camera Policy (Motion: Mrs. Vollmar; Second: Mrs. Ludlum). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

## 9.) Internet Use Agreement Policy

The only update to this policy was to add the wireless printing service.

**Approved Motion:** The Board voted unanimously to accept the updates to the Internet Use Agreement (Motion: Mrs. Freiley; Second: Mrs. Vogel). Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel

## 10.) Possible Trustee Candidates

After some discussion the Board decided to have Mr. Meade reach out to some candidates and report back at the next meeting.

**Adjournment:** The meeting was adjourned at 5:15 p.m.

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

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