

Parlin-Ingersoll Public Library Board of Trustees
Minutes for October 14, 2020—4:00 p.m.

A.) Call to Order:

Present: Kim Freiley (via Zoom), Laura Kessel (via Zoom), Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar

Absent: Jana Emmons, Chris Leighton

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the September 16, 2020 minutes were approved by unanimous vote. (Motion: Mrs. Vogel; Second: Mrs. Vollmar). Ayes: Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Chris Leighton.

C.) Public Comments

There were no public comments.

D.) Communications

Letter sent to the City about tax levy for Library

On October 1, 2020 Mrs. Bunner sent reminder letters and e-mails to City Treasurer Crystal Wilkinson, City Comptroller Beka Schulz, Mayor Kent McDowell, and City Clerk Diana Pavley-Rock about the need to levy a tax for the library no later than December 2020. Crystal Wilkinson told Mrs. Bunner the first Finance Committee meeting about the levy will be held via Zoom on Tuesday, October 27, 2020 at 5:30 p.m. Mrs. Bunner and Mr. Meade both plan to attend.

Per Capita Grant Monies for FY20 Received

The library received its Per Capita Grant Award check for \$18,380. These monies will be spent on materials and resource sharing costs.

Final Copies of the FY20 Audit Received

Final copies of the FY20 audit have been received from Ginoli and Company. Copies have been distributed to the Mayor and the Fulton County Clerk. In addition, a notice of availability advertisement was published in the Daily Ledger, and an electronic copy of the financial statement is on the library website.

Director's Activities in September

Director activities in September: Virtual City of Canton Insurance Committee meetings; Virtual City Council Meeting on 9/15, Virtual City of Canton HR Group Meeting; Virtual Rotary Meetings; Virtual Rotary Board Meeting

E.) Director's Report

1.) Consent Agenda for September 2020

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

2.) Update on the Library Parking Lot Construction and Replacement

Mrs. Bunner reported the last replacement concrete section was poured this morning. Otto Baum workers will be back in the morning to fill in the in-situ cylinder drill holes with non-shrinking grout. They will also use some of the extra non-shrinking grout to temporarily cover some sidewalk offsets by the east side door.

The 7-day test sample for the first replacement concrete section did meet specifications at 4510 psi and 4390 psi. If the remaining sections test at this level, we may be able to open the parking lot for public parking much sooner than expected.

3.) Election Day, Library Polling Place Plans, East Side Sidewalk

The library Program Room is used as a polling place. Since the Program Room is currently used for quarantining returned materials, staff will move the quarantined items to the Quiet Reading Room from October 23rd through November 5th to allow enough space for the polls. The Quiet Reading Room will not be open to the public during this time, but staff will retrieve magazines for patrons upon request. After the election on November 3rd, the Program Room will remain empty for 24-48 hours before the library maintenance man will clean the area. Mrs. Bunner will be on hand when the election officials arrive to be sure they know anyone entering the library area must be wearing a mask and social distancing.

Mrs. Ludlum had expressed concern about the sidewalk offsets outside the east side doors. Mrs. Bunner spoke with Doug Bentzinger and Tom Gillam of Phillips and Associates. Any major changes to this area will require making ADA compliance adaptations. Mr. Bentzinger presented a tentative drawing for the replacement of the sidewalk entrance with a properly sloped, ramped sidewalk including hand rails. He gave a rough estimate of perhaps \$25,000 for such work. Discussion followed regarding other additional sidewalk work by the staff driveway entrance. This area is uneven, and during winter months in particular creates a hazardous icy patch.

Approved Motion: The board authorized Phillips and Associates to proceed to open a bid process for replacing the existing east side entrance sidewalk with an ADA-compliant ramp and a separate alternate quote on the sidewalk by the staff driveway entrance. (Motion: Mr. Meade; Second: Mrs. Vogel). Ayes: Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Chris Leighton.

There is a manhole cover outside the east entrance. It contained a very old sump pump, which was not connected to any electrical source. The electrical connection in the wet environment also created a safety concern. The faulty pump has been removed, and Mrs. Bunner will look into getting a replacement pump and proper electrical connections.

4.) 3rd Quarter Ingersoll Trust Meeting

The 3rd quarter Ingersoll Trust meeting will be on Wednesday, October 28th, at 1:00 via Zoom. Mr. Meade and Mrs. Vogel expressed interest in attending. Mrs. Bunner will contact Mr. Leighton and Ms. Emmons to determine if the group size will trigger the Open Meetings Act recording requirements and notify Mr. Imhoff at MidAmerica National Bank.

5.) Memorial Gift from Marvis Ferro Smith

The Board continued discussion on the possible uses of the donation from Mrs. Smith. One consideration might be to use the funds for the east side sidewalk ramp work. Another option might include the re-upholstering of several library chairs. Mrs. Bunner will be consulting with an upholstery firm in Peoria and report back at the next meeting.

6.) FY21 Per Capita Grant Requirements

In anticipation of the upcoming FY21 Per Capita Grant Requirements, the Board and staff are reviewing *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Staff are reviewing the book in its entirety during their weekly staff meetings. The Board reviewed chapters 1-6 at today's meeting and discussed areas already met as well as areas to target in the future. The Board will review the remaining chapters at the November meeting.

7.) Possible Trustee Candidates

Mr. Meade will be meeting with a possible candidate in the next few weeks.

Adjournment: The meeting was adjourned at 4:55 p.m.

Attest: _____
Secretary

Date: _____