

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for November 18, 2020—4:00 p.m.**

**A.) Call to Order:**

**Present:** Jana Emmons (via Zoom), Kim Freiley (via Zoom), Laura Kessel (via Zoom), Chris Leighton, Trygve Meade, Rhonda Vogel (via Zoom)

**Absent:** Cathy Ludlum, Keely Vollmar

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

**Approved Motion:** Hearing no objections or corrections, the October 14, 2020 minutes were approved by unanimous vote. (Motion: Mrs. Freiley; Second: Mr. Leighton). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Trygve Meade, Rhonda Vogel. Absent from vote: Cathy Ludlum, Keely Vollmar.

**Approved Motion:** Hearing no objections or corrections, the October 28, 2020 Special Meeting minutes were approved by unanimous vote. (Motion: Mr. Leighton; Second: Mrs. Vogel). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Trygve Meade, Rhonda Vogel. Absent from vote: Cathy Ludlum, Keely Vollmar.

**Approved Motion:** Hearing no objections or corrections, the November 12, 2020 Special Meeting minutes were approved by unanimous vote. (Motion: Mrs. Vogel; Second: Mr. Leighton). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Trygve Meade, Rhonda Vogel. Absent from vote: Cathy Ludlum, Keely Vollmar.

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Review of Illinois Library Association Conference**

Mrs. Bunner shared summaries of ILA meetings she and Mrs. Kaufmann attended. Mr. Leighton, Mr. Meade, and Mrs. Vogel also commented on sessions they attended and what they learned. Even under a “virtual” environment, everyone found the conference of value.

**Director’s Activities in October**

Director activities in October: Virtual Illinois Library Association Conference; Virtual City of Canton Finance Committee meeting on Tax Levy 10/27; Virtual Charles D. Ingersoll Trust Meeting; Virtual Rotary Meetings; Virtual Rotary Board Meeting

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

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

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

### **2.) Library's Tax Levy Request to the City**

Mr. Meade reported last night the City of Canton approved their 2020 estimated tax levy request, which included the library's request for \$290,200 as noted below:

<u>Total tax rates:</u>		<u>Revision</u>
Library Corporate:	.1500	187,500
Library IMRF:		47,000
Library Social Security/Medicare:		23,500
Library Audit:		5,100
Library Tort/Liability:		<u>27,100</u>
Total:		290,200

The council asked questions about the requested levy amounts, the library's needs, and general library statistics. While the City opted to increase their levy 0%, the library's request does create the need for a Truth-in-Taxation hearing. Mr. Meade and Mr. Jump will work on the necessary black border notification and schedule the hearing. Both Mr. Meade and Mrs. Bunner will be present at the hearing. The City will then affirm the levy at their next meeting.

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

Mrs. Bunner reported the parking lot work and final punch list corrections have been completed, and the lot opened for public use on November 10<sup>th</sup>. Otto Baum should be invoicing us shortly for the remaining balances.

### **4.) Update on East Side Entrance Sidewalk Bids and Sump Pump Replacement**

Doug Bentzinger of Phillips and Associates prepared a Sump Pump Replacement proposal. Mrs. Bunner contacted Quick Electric to perform the necessary electrical wiring and Vaughn's Plumbing to purchase the specified sump pump and complete the installation.

Mr. Bentzinger expects to bid out the accessibility compliant ramp in March 2021 with receipt of bids in April 2021. He would expect the range of the base bid for the ramp work to be \$25,000 to \$30,000. The alternate bid to correct east side sidewalk sloping might be \$5,000 to \$8,000. The Board is considering using some of the Marvis Smith donation on this project.

### **5.) Quote Estimate for Re-Upholstery of Lounge Chairs**

Mrs. Bunner received a quote for re-upholstering 7 chairs and one two-seater chair from Scott Gauwitz of Custom Designs Upholstery in Peoria. The quote includes an estimate for a very high-

page 2.

quality vinyl used in commercial settings and hospitals. The cost estimate is \$3,942.75. From the photos Mrs. Bunner provided, Mr. Gauwitz felt the wood was in excellent shape and the padding appeared good, although he would know more when he worked on them. Library Maintenance worker Dan Rock said he could load the chairs up on his trailer and bring them to the store in Peoria.

**Approved Motion:** The board voted unanimously to approve the use of donated funds from Marvis Smith to re-upholster the seating. (Motion: Ms. Emmons; Second: Mr. Leighton). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Trygve Meade, Rhonda Vogel. Absent from vote: Cathy Ludlum, Keely Vollmar.

### **6.) COVID-19 Mitigation and the Library**

Mrs. Bunner reported the Governor has moved the entire state of Illinois to Tier 3 Mitigation due to the increases in COVID-19 positivity. The library can remain open in its current manner, but will need to watch the capacity limits within the building. At the required 25% capacity, the children’s area will be limited to about 8 people at one time while the adult areas will be restricted to about 40 people. Group limits are now at 10 people. The only groups meeting are the Board and the 1<sup>st</sup> Tuesday Book Club, both of which do not exceed 10 people.

A minimum of four staff would be needed to remain open for public services.

Discussion arose about steps the library may take if future restrictions or mandatory stay-at-home orders would occur. The library would operate as it did during the Spring with Mrs. Bunner remaining in the building to allow deliveries and to coordinate selected staff to work on call as needed to continue library operations such as payroll, cataloging, etc. With the parking lot complete the staff could also offer curbside services during such a time.

If decisions need to be made quickly, as per policy, Mr. Meade and Mrs. Bunner would follow through and notify the remaining Board of Trustees.

### **7.) Christmas Bonuses and Luncheon**

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Accordingly, I recommend we award the same level as last year. Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 3 new hires not yet eligible since they have not worked the entire year. The amounts below have been included in the amount budgeted for FY21.

<b><u>Monetary Award</u></b>	<b><u>Eligible Criteria</u></b>	<b><u>Eligible Employees</u></b>	<b><u>Total</u></b>
<b><u>Payout</u></b>			
\$150	40 hours per week	6	\$ 900.00
\$100	20 or more hours per week	2	\$ 200.00
\$ 50	12 or more hours per week	1	\$ 50.00
\$ 25	under 12 hours per week	1	\$ 25.00
		10	\$1175.00

**Approved Motion:** The board voted unanimously to approve Christmas bonuses this year (Motion: Ms. Emmons; Second: Mrs. Vogel). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Trygve Meade, Rhonda Vogel. Absent from vote: Cathy Ludlum, Keely Vollmar.

The Board decided to re-visit the issuance of Christmas bonuses in the future given the library's upcoming receipt of tax monies.

In light of the current pandemic, Mrs. Bunner decided not to hold a staff luncheon this year. The staff opted to do a Secret Santa for a more contact-less fun event.

### **8.) Per Capita Grant FY21 Requirements**

The Board reviewed Chapters 7-13 of Serving Our Public 4.0. The Illinois State Library has not yet issued their requirements for FY21 but RAILS staff have confirmed the checklists from Serving Our Public 4.0 will be included. The State Library did extend the application date from January 15, 2021 to March 15, 2021 so the Board will have an opportunity to review requirements in January and February.

### **9.) Checked Out and Unreturned Items**

Mrs. Bunner reviewed the Checked out and Unreturned Items report. These are items that were not returned in FY20. By the time these items are withdrawn from the system, most of the costs have not been recovered. In addition, any items recovered after such a long period might have already been replaced. The number of losses were slightly higher than FY19. While we did not have the usual higher losses from summer reading, we did have a large amount not returned, which were checked out before the pandemic closure. So those two might balance each other out. The percentage of losses compared to our circulation is 0.2%--a very low rate considering it is based on an 11-month fiscal year with 1 ½ months of being closed due to the COVID-19 pandemic.

### **10.) List of Scheduled Meetings for 2021**

A list of scheduled board meetings for 2021 was presented. All meetings are on the third Wednesday of the month at 4:00 p.m.:

January 20  
February 17  
March 17  
April 21  
May 19  
June 16  
July 21  
Aug. 18  
September 15  
October 20  
November 17  
December—No meeting held

**Approved Motion:** The board voted unanimously to approve the meeting schedule for 2021 (Motion: Mrs. Vogel; Second: Mr. Leighton). Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Trygve Meade, Rhonda Vogel. Absent from vote: Cathy Ludlum, Keely Vollmar.

**11.) Possible Trustee Candidates**

The Board chose to table this issue until a later date.

**Adjournment:** The meeting was adjourned at 5:05 p.m.

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

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