

Parlin-Ingersoll Public Library Board of Trustees
Minutes for January 20, 2021—4:00 p.m.

A.) Call to Order:

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

Absent: Jana Emmons, Chris Leighton

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the November 18, 2020 minutes were approved by unanimous vote. (Motion: Mrs. Vogel; Second: Mrs. Freiley). Roll call vote: Ayes: Kim Freiley, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel, Chris Leighton.

C.) Public Comments

There were no public comments.

D.) Communications

RAILS Certification Submission

Mrs. Bunner reported the RAILS annual library certification will be available from Feb. 15- May 15, 2021. The deadline has been delayed this year due to a software migration. She plans to submit in February.

Charles D. Ingersoll Trust

Mrs. Bunner reported the value of the Charles D. Ingersoll Trust on December 31, 2020 was \$28,706,113.34.

Resignation of Jacqueline Curry

Part-time employee, Jacqueline Curry, resigned effective January 15, 2021 to increase her hours at Graham Hospital School of Nursing. She worked about 10 hours per week. Elliyah Sale, Aubrey Brooks, and regular staff will fill in about 5 of her hours with the remaining hours going unfilled at this time.

Forms for Property Tax Exemption and Statements of Economic Interest

Property tax exemption forms were mailed to the Fulton County Assessor, and the names of those staff and trustees required to file Statements of Economic Interest were reported to the Fulton County Clerk.

e-Rate Application Process

Mrs. Bunner reported the eRate application has begun. A bid from Comcast has been accepted for our backup internet access. The library is in the middle of a 3-year contract with MidCentury Fiber for primary access. Our network consultant recommended we have redundancy by utilizing two methods of access. Once a signed contract is received from Comcast, Mrs. Bunner will file the Form 471 application. If awarded, the library should be reimbursed for 80% of those costs.

Re-upholstered Chairs

Mrs. Bunner reported the re-upholstering of chairs in the large print area and outside the Quiet Reading Room have been completed by Custom Design Upholstery in Peoria.

Possible Delay in Upcoming Financial Reports

Mrs. Bunner reported a possible delay in some upcoming financial reports due to delayed statements from Illinois National Bank, which handles our electronic payment (ePay) monies. Their final monthly statements may not arrive until the 8th-10th of the month. If financial reports are not completed by the time board packets are mailed, Mrs. Bunner will send the financial reports to trustees electronically prior to the board meeting.

Director's Activities in November and December

Director activities in November and December: All virtual meetings: City Council Finance Committee Meeting on Tax Levy on 11/2; City Council Meeting on 11/17; Director's Lunch; City Council Meetings on 12/1 and 12/15; Truth-in-Taxation hearing on 12/15; Rotary Board Meetings; Rotary Regular Meetings; and non-virtual Rotary Fruit Sales work on 12/11 and 12/12.

E.) Director's Report

1.) Consent Agenda for November and December 2020

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

2.) Update to Board By-Laws

Mrs. Bunner presented an update to the public comments section of the By-Laws. The changes include a limit of 3 minutes for each public comment, a total limit of 30 minutes for all public comments at one meeting, and no restrictions on content of comments.

Approved Motion: The board voted unanimously to approve the proposed changes to the Board By-Laws (Motion: Mrs. Freiley; Second: Mrs. Vogel). Roll call vote: Ayes: Kim Freiley, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel, Chris Leighton.

3.) Update to Appendix C of Circulation Loan Policies

Mrs. Bunner presented an update to Appendix C of the Circulation Loan Policies. The library added 24 Wonderbook titles to the children's collection. These Wonderbooks are children's picture books with a built-in audio component to read the story aloud as well as ask questions of the reader. These titles are limited to 2 per person (adult or child) and check out for 21 days as do the regular picture books.

Approved Motion: The board voted unanimously to approve the update to the circulation loan policies (Motion: Mrs. Vollmar; Second: Mrs. Ludlum). Roll call vote: Ayes: Kim Freiley, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel, Chris Leighton.

4.) Comparative Salary Information

Mrs. Bunner presented comparative salary information from the 2019 Illinois Public Library Annual Reports (IPLAR). This information has been presented to the Board bi-annually using a comparable peer group of libraries. Salaries for all clerical staff, circulation managers, and directors are included. While the information does not note years of experience or seniority, the data provides a basis for comparison. Mrs. Ludlum commented positively about library staff and the need to evaluate the wages of existing staff with the upcoming minimum wage increases. Mrs. Freiley commented on how much she appreciates the staff. Mr. Meade concurred.

At this time, Laura Kessel joined the meeting after being delayed with a work commitment.

5.) Library's Tax Levy Request to the City

Mr. Meade reviewed the library's tax levy process. A truth-in-taxation hearing was held on December 15, 2020. No members of the public attended the meeting. Mr. Meade answered several questions from full council at their regular meeting following the hearing. Mr. Meade said the final levy was filed at the Fulton County Courthouse, and he was grateful for the support of City Council on this issue.

6.) Update on the East Side Entrance Sidewalk and Sump Pump Replacement

Mrs. Bunner reported the sump pump replacement work on the east side of the library has been completed by Quick Electric and Vaughn's Plumbing. Doug Bentzinger of Phillips and Associates plans to seek bids for the east side ramp and sidewalk work in March with bid openings planned in April.

7.) COVID-19 Mitigation

Mrs. Bunner reported to the Board our region is now under Tier 1 mitigation. The library can now operate with a 25% capacity restriction; however, the library has never received its capacity limits since re-opening in June 2020.

The Board discussed several policy options related to COVID-19. The federal government did not extend the Emergency Paid Sick Leave Act of FFRCA. Some libraries are offering to extend this voluntarily. The Board considered some pros and cons to extending this leave extension as well as existing sick leave benefits already given staff.

Approved Motion: After further discussion, the board voted unanimously to not voluntarily extend the FFRCA 14-day emergency paid sick leave. (Motion: Mrs. Ludlum; Second: Mrs. Freiley). Roll call vote: Ayes: Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Chris Leighton.

The Board further discussed awarding additional sick leave for reactions to the COVID-19 vaccine. Since extra leave is not awarded for any other vaccine reactions and since the COVID-19 vaccine could become an annual vaccine, the Board declined any additional sick leave for vaccines.

At this time vaccines are being given at Graham Hospital and the Fulton County Health Department at priority levels determined by the Illinois Department of Public Health and the Fulton County Health Department. No fees are being charged by either agency. Some other agencies are billing an administrative fee to private insurance companies, but vaccine recipients are not charged an expense. If in the future individuals were to be charged for the vaccine, the Board would re-visit this issue and consider payment for those on a case by case basis.

8.) Per Capita Grant FY21 Requirements

Mrs. Bunner presented the FY21 Per Capita Grant application to the Board. The requirement this year was to review the checklists from *Serving Our Public 4.0: Standards for Illinois Public Libraries*. The Board reviewed all the checklists at the October and November board meetings. Mrs. Bunner noted standards already met as well as standards the Board is making progress on meeting in the coming year. Greg McCormick, the Director of the Illinois State Library will be commenting on these standards at a RAILS meeting on January 28th.

Approved Motion: The Board voted unanimously to authorize Mrs. Bunner to file the current application if no further changes are desired after the RAILS meeting on January 28th. (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Chris Leighton, Jana Emmons

9.) Preliminary FY22 Budget

Mrs. Bunner reviewed a preliminary draft of the FY22 budget. The income budget does include the expected tax revenue income. Regular operating expenses are estimated to be under income. However, possible capital expenses for sidewalk repair, outside lighting, and other smaller items, are projected to put us over budget.

10.) Semi-Annual Review of Closed Session Minutes.

The Board must review the minutes of closed sessions semi-annually to determine if the need still exists for these to remain closed. The Board does not have any closed session minutes at this time.

11.) Possible Trustee Candidates

In May 2021 the terms of Chris Leighton, Kim Freiley, and Keely Vollmar will be up for re-appointment as will a vacant term which expires in 2022. The Board chose to table this issue until a later date.

12.) Donations from MidAmerica National Bank

Mrs. Bunner reported the donated fireproof file cabinets and horizontal file cabinet from MidAmerica National Bank were delivered last Saturday. A thank you has been sent to Rick Klinedinst.

Adjournment: The meeting was adjourned at 5:02 p.m. (Motion: Mr. Meade; Second: Mrs. Vollmar). Roll call vote: Roll call vote: Ayes: Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Jana Emmons, Chris Leighton.

Attest: _____
Secretary

Date: _____