

Parlin-Ingersoll Public Library Board of Trustees
Minutes for February 17, 2021—4:00 p.m.

A.) Call to Order:

Present: Jana Emmons (via Zoom), Kim Freiley (via Zoom), Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar (via Zoom)

Absent: Laura Kessel

B.) Approval of Previous Minutes:

Approved Motion: The January 20, 2021 minutes were approved as corrected by unanimous vote. (Motion: Mrs. Vogel; Second: Mrs. Ludlum). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Abstain: Chris Leighton. Absent from vote: Laura Kessel

Approved Motion: Hearing no objections or corrections, the January 27, 2021 special meeting minutes were approved by unanimous vote. (Motion: Mrs. Ludlum; Second: Mr. Leighton). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Laura Kessel

C.) Public Comments

There were no public comments.

D.) Communications

RAILS Certification Submission

Mrs. Bunner completed the RAILS annual library certification on February 15, 2021.

Per Capita Grant Application

Mrs. Bunner filed the Per Capita Grant application for FY21 and Per Capita Expenditures Report for FY19 on January 28, 2021.

Rotary Food Drive for Spoon River College

The library is serving as a drop off point for the Canton Rotary Club's food drive for Spoon River College Student Support Services. Donations will be accepted through February 28, 2021.

Director's Activities in January

Director activities in January: All virtual meetings: Charles D. Ingersoll Trust meeting on 1/27; City Insurance Committee Meeting 1/27; RAILS Member Update 1/28; Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for January 2021

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

2.) COVID-19 Mitigation and the Library

Our region is under Phase 4, and the library is operating as it has been since June 2020. Summer reading programming for 2021 is currently being planned without in-person group programming. A few adult programs are being planned for remote online attendance. Library staff will most likely be considered eligible for vaccinations under 1C. At this time about half the staff are already receiving vaccines due to age or other employment qualifying them under 1B.

3.) Non-resident Card Fees

Annually the library Board has approved the issuance of non-resident cards and established the current rate based on the general mathematical formula recommended by the Illinois State Library. In the past the Charles D. Ingersoll Trust covered the non-resident fee for all Canton School District households outside the City of Canton and not currently served by a public library.

Since the library will now be receiving tax income from the City of Canton residents, the library will need to charge non-resident households a non-resident card fee. Using the general mathematical formula and the anticipated rate-setting equalized assessed valuation (EAV) of the City of Canton for 2020 (\$123,606,191), the annual fee is calculated as follows:

$\$123,606,191$ (Canton 2020 estimated rate setting EAV) x $.00233$ (Library estimated tax rate) = $288,002.43$
 $288,002.43 \div 14,704$ (2010 Canton population) = $\$19.59$ per person
 $\$19.59$ per person x 2.28 (2010 census average household size in Canton) = $\$44.67$

The Governor signed new legislation related to non-resident cards last June. This legislation includes 3 areas:

1. the option to give all non-residents, whether they pay for a card or not, free access to only e-resources;
2. exempting qualifying disabled veterans from paying the non-resident fee since they are exempt from paying property taxes;
3. the Cards for Kids Act provision, which exempts pre-K through grade 12 students eligible for free and reduced lunch from paying any fees.

After discussion on the various aspects of non-resident fees, the Board made several motions:

Approved Motion: The board voted unanimously to approve the issuance of non-resident cards (Motion: Mrs. Ludlum; Second: Mr. Leighton). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Laura Kessel

Approved Motion: The board voted unanimously to approve the general mathematical formula to calculate the non-resident fee, which will be \$45 starting May 1, 2021 (Motion: Mrs. Vogel; Second: Mrs. Freiley). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Laura Kessel

On the issue of providing free access to e-resources to any non-resident, Mr. Meade noted a non-resident choosing not to pay for a card or not being eligible for a free card could deprive resident members, paying non-residents, or fee-exempt non-residents from some services such as hold list priorities. The library does pay for the e-book services and databases. Mrs. Vogel asked if this issue can be revisited in the future. Mrs. Bunner noted it should be considered each year along with non-resident fees.

Approved Motion: The board voted unanimously to not offer e-resources for free to non-residents who do not pay for a non-resident card or who do not qualify for a free non-resident card (Motion: Mr. Leighton; Second: Mrs. Vollmar). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Laura Kessel

Approved Motion: The board voted unanimously to approve the issuing of free non-resident cards to veterans with a service-connected disability of at least 70% who are exempt from paying property taxes on their primary residence. (Motion: Mrs. Vogel; Second: Mrs. Freiley). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Laura Kessel

The Board discussed the details of the Cards for Kids Act which exempts pre-K to grade 12 students, who are eligible for free/reduced lunch, from non-resident fees. The Board wanted to streamline the process and be as equitable to all students residing within our school district. The following method was reviewed:

1. If the student lives within the boundaries of Canton District 66 and is in grades pre-K through grade 8, to issue a free card. (Due to the Community Eligibility Program)
2. If the student lives within the boundaries of Canton District 66 and is in grades 9-12, ask them if they are eligible for free/reduced lunch. If they say they are eligible, take their word for it without requiring extra documentation
3. If the student does not know if they are eligible for free/reduced lunch, show them the Illinois State Board of Education (ISBE) income eligibility chart and ask them if they feel they qualify—yes or no.

Approved Motion: The board voted unanimously to approve the above recommended methods for issuing non-resident cards for pre-K through grade 12 students living within the boundaries of Canton Union District 66. (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Laura Kessel

Approved Motion: The board voted unanimously to approve the corrected letter for current non-resident cardholders notifying them of non-resident fees and exemptions starting May 1, 2021. (Motion: Mrs. Ludlum; Second: Ms. Emmons). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar. Absent from vote: Laura Kessel

Mrs. Emmons needed to leave the meeting at this point.

4.) Investment Policies

The Board reviewed the Investment Policy for the library reserve funds as well as the Investment Policy Statement for the Charles D. Ingersoll Trust. Both accounts are managed by MidAmerica National Bank, and have no significant changes from the previous year.

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

5.) FY22 Budget

After some discussion, the Board wanted to continue its review of the budget and tabled its approval until next month.

6.) 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.

Adjournment: The meeting was adjourned at 5:10 p.m. (Motion: Mrs. Vogel; Second: Mr. Meade). 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: _____