

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

A.) Call to Order:

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

Absent: Rhonda Vogel

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the February 17, 2021 minutes were approved by unanimous vote. (Motion: Mrs. Ludlum; Second: Mrs. Vollmar). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Keely Vollmar. Absent from vote: Laura Kessel, Rhonda Vogel

C.) Public Comments

There were no public comments.

D.) Communications

Reference Survey

Mrs. Bunner completed the annual reference survey the week of March 1st as required for the Illinois Public Library Annual Report. Our numbers remain consistent with previous years.

Statements of Economic Interest

Mrs. Bunner collected any trustees' statements of economic interest not yet returned to the Fulton County Clerk. She will mail these this week.

Non-resident Fee Letters Sent

Mrs. Bunner notified the Board the letters to non-resident library cardholders notifying them of the upcoming fees were sent March 1, 2021. Thus far, all questions were informational and all comments have been polite. Several questioned if there were senior citizen discounts available. Some wondered about the disabled veterans, who must be considered 70% disabled to qualify for the exemption from library fees. We have had several patrons already pay their \$45 fee.

AT&T Renewal Contract

Mrs. Bunner mentioned the AT&T renewal contract will increase as expected in June. She and Public Services Assistant, Ben Smith, are gathering information about VOIP phone services for the future. MidCentury Fiber answered several questions at a meeting this morning. The replacement of the fire alarm monitoring system as well as modifications to the internet network may also be involved. AT&T did not see an end-of-life on landlines at this time, but in the next 2-3 years this transition should be planned.

Director's Activities in February

Director activities in February: All virtual meetings: City Insurance Committee Meeting 2/23; Rural Library Directors Meeting 2/19; Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for February 2021

Ms. Kessel joined the meeting at this point.

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

2.) Quotes for the East Side Ramp and Sidewalk Repair

Mrs. Bunner presented the recommendation letter from Doug Bentzinger of Phillips and Associates Architects. Only one bid was received for the East Side Ramp project. Laverdiere Construction bid \$63,300 for the job. An estimated \$7,000 more might be added for architectural fees and concrete testing.

The Board planned to use the remaining \$46,000 from the Marvis Smith donation to help cover these costs.

Approved Motion: The board voted unanimously to approve the quote from Laverdiere Construction for \$63,300 and earmark the remainder of the Smith donation to go toward these costs. (Motion: Mrs. Ludlum; Second: Mrs. Freiley). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Keely Vollmar. Abstain: Trygve Meade. Absent from vote: Rhonda Vogel

3.) Transfer of Monies from the Library Reserve to the Checking Account

Given the additional costs from the concrete work on the parking lot, the sump pump replacement on the east side of the building, the anticipated final networking costs from the VLAN work, and the higher than anticipated cost of the east side ramp work, the library will need to transfer monies from the reserve account.

Approved Motion: The board voted unanimously to approve the transfer of \$100,000 from the library reserve account to the library checking account (Motion: Mr. Leighton; Second: Ms. Emmons). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Keely Vollmar. Absent from vote: Rhonda Vogel

4.) FY22 Budget

The Board discussed the FY22 budget as well as the anticipated City move to a partially self-funded medical insurance plan.

Approved Motion: The board voted unanimously to approve the FY22 budget as presented (Motion: Mrs. Freiley; Second: Mr. Meade). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Keely Vollmar. Absent from vote: Rhonda Vogel

5.) City Levy Request

The Board plans to send their levy request to the City in March of each year. This request will be for the December 2021 levy, which will be payable to the library in June 2022 (FY23). The City based the previous levy on the estimated rate setting equalized assessed valuation (EAV) for 2020 of \$123,606,191. The figure below for the Corporate rate is based on a 5% increase in the estimated rate setting EAV to assure a .15% corporate rate. The 5% increase would result in an estimated EAV of \$129,786,501.

	Requested last year (Dec. 2020 levy)	Requested this year (Dec. 2021 levy)
Corporate:	185,409	194,680
Audit:	5,100	5,100
IMRF:	47,000	45,000
Social Security/FICA:	23,500	24,200
Tort:	<u>27,100</u>	<u>27,100</u>
Total:	288,109	296,080

The corporate rate will not exceed .15% of the EAV but could be lowered if we do not request a high enough dollar amount to allow for a .15% rate. The IMRF figure is lower as we have fewer employees on IMRF at this time. The social security/FICA figure is slightly higher. The audit figure is the exact proposed amount. The tort liability figure remains the same.

Approved Motion: The board voted unanimously to approve the “Local Library Letter Notifying Municipality of Levy Request” to be sent to Mayor McDowell (Motion: Mrs. Vollmar; Second: Mrs. Ludlum). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Keely Vollmar. Absent from vote: Rhonda Vogel

6.) Succession Plan Policy

The Board discussed the succession plan policy draft. Mrs. Bunner noted this policy along with the procedure manuals developed by the Director, Circulation Manager, Accounts Manager, Public Services Assistant (Technology) and guidelines for Youth Services will aid anyone taking on those positions in the future. This policy should be updated when any vacancies occur. An edit was made to remove the phrase “library district” on page two and replace it with “library” as we are a municipal library.

Approved Motion: The board voted unanimously to approve succession plan policy as amended (Motion: Ms. Emmons; Second: Mr. Leighton). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Keely Vollmar. Absent from vote: Rhonda Vogel

7.) COVID-19 Mitigation and the Library

Mrs. Bunner reported no changes in the current pandemic protocols. Thus far nine of the twelve library staff have had at least one vaccination shot if not two. These nine were eligible to receive vaccinations due to qualifying vulnerabilities in their health, their age, or through other eligible employment categories. The three remaining employees should be eligible for vaccinations when the State moves to its 1C list.

8.) 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. Mr. Meade will contact a prospective candidate about the vacant term in the next few weeks so a final recommendation can be approved by the Board at its April meeting and sent to Mayor McDowell for his inclusion with his May appointments.

Adjournment: The meeting was adjourned at 5:00 p.m. (Motion: Ms. Kessel; Second: Mr. Meade). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Keely Vollmar. Absent from vote: Rhonda Vogel

Attest: _____
Secretary

Date: _____