

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for April 21, 2021—4:13 p.m.**

**A.) Call to Order:**

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

**Absent:** Kim Freiley, Keely Vollmar

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

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

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**eRate Funding Award**

Mrs. Bunner received a funding commitment letter for eRate funding year 2021 (July 1, 2021 to June 30, 2022). The Library should receive \$3,555.36 in reimbursements on MidCentury fiber and Comcast cable internet lines.

**Update on East Side Ramp Project**

Work has started on the East Side Ramp project with a tentative completion date in early May. During excavation, the sink hole in the library staff driveway was found to be caused by broken cable piping from Central Cable during the laying of MidCentury fiber. Doug Bentzinger of Phillips and Associates said Central Cable will cover the costs of the repair work.

**Director's Activities in March**

Director activities in March: All virtual meetings: City Insurance Committee Meetings 3/8, 3/22; City Council Meetings 3/16, 3/22, 3/30; Rural Library Directors Meeting 3/19, IMRF Virtual Workshop 3/23; Peoria-Area Directors Lunch 3/26; Rotary Board Meeting; Rotary Regular Meetings

**E.) Director's Report**

**1.) Consent Agenda for March 2021**

**Approved Motion:** The board voted unanimously to approve the consent agenda for March 2021 (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Laura Kessel,

Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Kim Freiley, Keely Vollmar

## **2.) FY22 Budget Revision**

Canton City Council rejected the partially self-funded insurance plan at its meeting in March. Instead, they approved a 24-month renewal with Blue Cross Blue Shield at about a 4.46% increase. Mrs. Bunner presented a revised budget showing the increase of an estimated \$2,675 in health insurance resulting in the final operating expense total of \$772,180

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

## **3.) Building Insurance Renewal**

Mrs. Bunner met with Town and Country agent, Bill Bequeaith, about the upcoming renewal June 1<sup>st</sup>. All changes recommended by the Loss Control Agent from Cincinnati Insurance were completed last fall. Mr. Bequeaith did not have final figures as yet, but he did estimate the Pillar Insurance, which includes D&O liability coverage, would increase about 5%. This coverage is paid upfront for a three-year period. He has seen a variety of percentage increases on property casualty and worker's compensation. If all three increased 5%, the total cost would be about \$18,300 for FY22. The library has budgeted a total of \$18,880.

**Approved Motion:** The board voted unanimously to approve up to the budgeted amount of \$18,880 for insurance, but if the amount is higher, they would like to discuss the topic at the May meeting. (Motion: Mr. Meade; Second: Mrs. Ludlum). Roll call vote: Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Kim Freiley, Keely Vollmar

## **4.) Trustee Candidates to Recommend to the Mayor**

The Board discussed future trustee candidates as well as those up for renewed terms.

**Approved Motion:** The board voted unanimously to approve recommending to Mayor McDowell the re-appointment of Kim Freiley, Chris Leighton and Keely Vollmar for additional 3-year terms (2021-2024). (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Kim Freiley, Keely Vollmar

## **5.) Update on COVID-19 and Library Returns**

RAILS library system is no longer requiring a 24-hour quarantine on items returned via their delivery system since studies have shown it highly unlikely for COVID-19 transmission from objects to individuals. Given the current surge in new cases, Mrs. Bunner plans to keep the current 24-hour quarantine at this time.

Since the library re-opened to the public in June 2020, the library has been giving patrons 14 free days on any returned items. This would take off 14 days of charges on any returns. Mrs. Bunner recommends discontinuing the 14 free days and instead increasing the grace period on all items to 7 days. The grace period would waive overdue charges up to 7 days, but on the 8<sup>th</sup> day the charges would be retroactive to the actual due date. The library will continue to waive fines on a case-by-case basis for emergencies or hospitalizations.

**Approved Motion:** The board voted unanimously to approve retaining the 24-hour quarantine at this time, to discontinue the 14 free days, and to approve extending the grace period on all items to 7 days starting May 1<sup>st</sup>. (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Kim Freiley, Keely Vollmar

#### **6.) Patrons with Disabilities Policy**

Library policies are reviewed on a regular basis. The Board discussed some minor edits to the Patrons with Disabilities Policy from 2018.

**Approved Motion:** The board voted unanimously to approve revisions to the Patrons with Disabilities Policy (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Kim Freiley, Keely Vollmar

#### **7.) Identity Protection Policy**

Mrs. Bunner reported no changes in the current Identity Protection Policy.

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

#### **8.) Interlibrary Loan Policy**

Mrs. Bunner reviewed a few minor edits to the existing Interlibrary Loan Policy.

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

#### **9.) Notary Public Service Policy**

Mrs. Bunner reported no changes to the current Notary Public Service Policy.

**Approved Motion:** The board voted unanimously to approve the Notary Service Policy (Motion: Mr. Meade; Second: Mr. Leighton). Roll call vote: Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Kim Freiley, Keely Vollmar

**Adjournment:** The meeting was adjourned at 4:45 p.m. (Motion: Mrs. Vogel; Second: Mrs. Kessel). Roll call vote: Ayes: Jana Emmons, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Kim Freiley, Keely Vollmar

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

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