

Parlin-Ingersoll Public Library Board of Trustees
Minutes for May 19, 2021—Meeting #1 at 4:04 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, Rhonda Vogel, Keely Vollmar

Absent: None

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections, the April 21, 2021 minutes were approved and the April 28, 2021 minutes were approved as corrected by unanimous vote. (Motion: Mr. Leighton; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, and Keely Vollmar. Absent from vote: Laura Kessel

C.) Public Comments

There were no public comments.

D.) Communications

COVID-19 Updates

Mrs. Bunner noted the COVID-19 protocol updates released by the Governor. With the summer reading program starting in early June and the availability of vaccines for children limited, masks will be required for all patrons and staff at this time. The Board will re-visit this issue at the next meeting as protocols may change as the State moves into Phase 5 with its requirements or recommendations.

Resignation of Brenda Hadsell

Brenda Hadsell has submitted a letter of resignation as of August 31, 2021. Mrs. Hadsell has worked at the library for over 36 years. Her professionalism, knowledge, and experience will be truly missed. Mrs. Bunner hopes to begin advertising in the next week and start interviews in mid-June.

City of Canton Equalized Assessed Valuation (EAV)

Mrs. Bunner reported the Equalized Assessed Valuation of the City of Canton is expected to be released by the end of May or early June.

Director's Activities in April

Director activities in April: All virtual meetings: Rural Directors Meeting, Rotary Board Meeting, Rotary Club Meetings, Rotary District Assembly Meeting.

E.) Director's Report

1.) Consent Agenda for April 2021

Ms. Kessel joined the meeting at this time.

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

2.) Town and County Insurance Renewal

The final Town and Country Insurance renewal cost for property, worker's compensation, and Pillar (D&O, Crime, etc.) was \$19,251. This amount was \$371 above the budgeted amount of \$18,880. The Pillar policy, which is for 3 years coverage, is higher as we increased the amount of coverage to \$1,000,000 due to the additional tax revenue. The Illinois State Library recommends the library provide coverage of at least 50% of the average amount of operating funds. Agent Bill Bequeaith noted this year he has seen increases above the 10% level on all property coverages.

Approved Motion: The board voted unanimously to approve Town and Country Insurance renewal for a total of \$19,251. (Motion: Ms. Kessel; Second: Mr. Leighton). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, and Keely Vollmar.

3.) Library Annual Report

Mrs. Bunner presented the Library Annual Report for fiscal year 2021. A copy of this report is posted on the website and given to Mayor McDowell.

Approved Motion: The board voted unanimously to approve the Library Annual Report for fiscal year 2021. (Motion: Mrs. Vogel; Second: Mrs. Ludlum). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, and Keely Vollmar.

4.) Illinois Public Library Annual Report (IPLAR)

Mrs. Bunner presented the Illinois Public Library Annual Report for FY21. This report is required by the Illinois State Library and RAILS Library System to be eligible for any grants. The statistics are used to compare library staffing, materials, and budgets. The report must be electronically signed by the Director, Board President, and Board Secretary.

Approved Motion: The board voted unanimously to approve the submission of the IPLAR for FY21. (Motion: Mrs. Freiley; Second: Mrs. Emmons). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, and Keely Vollmar.

5.) Disaster Response Policy

Mrs. Bunner presented an update to the Disaster Response Policy. While the contact information is updated as changes occur, additional sections related to library sump pumps and heat pump venting

have been added. Several staff members keep copies offsite at their homes, and a copy is provided to the City Public Safety Director.

Approved Motion: The board voted unanimously to approve updated Disaster Response Policy. (Motion: Mrs. Ludlum; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, and Keely Vollmar.

6.) Final Approval of Trustee Appointments

Mayor McDowell and City Council approved the re-appointment of Kim Freiley, Chris Leighton, and Keely Vollmar for 3-year terms.

Approved Motion: The board voted unanimously to approve the appointment made by City Council (Motion: Mr. Meade; Second: Mrs. Emmons). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, and Keely Vollmar.

Mrs. Bunner reminded these trustees they must complete the Open Meeting Act training within 90 days of the start of their term. Mrs. Bunner will need to receive the completion certificate for the library files. However, the Attorney General's website for the Open Meeting Act compliance is currently down due to a computer hacker so this completion date may be extended.

7.) City Establishes Library Levy Fund

Mrs. Bunner reported at the City Council meeting on May 4, 2021 the City voted to establish a Library Levy Fund. City Attorney Jump will complete the paperwork to establish this fund at MidAmerica National Bank. Mrs. Bunner received an ACH vendor form from City Treasurer, Crystal Wilkinson, to allow a direct deposit of tax monies into the library's checking account. Mrs. Bunner will complete the form and return it to Treasurer Wilkinson, who expects the first payments might occur in July.

8.) Recommendation to fill Trustee Vacancy

Mr. Meade reported the initial candidate he approached about the position has since declined. The Board will re-visit this issue at a future meeting.

9.) MidAmerica National Bank Time Capsule

MidAmerica National Bank President and CEO, Rick Klinedinst, approached Mrs. Bunner about the bank's time capsule, which contains bank and City of Canton historical information. The capsule is sealed and is due to be opened on November 22, 2058 for the 125th anniversary of the bank. Mr. Klinedinst asked if in the event something should occur in the future related to the bank's ownership, could the library be named the keeper of this historical artifact.

Approved Motion: The board voted unanimously to approve the Parlin-Ingersoll Public Library being named the recipient of the time capsule should the MidAmerica National Bank no longer retain it (Motion: Mrs. Vollmar; Second: Mrs. Freiley). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, and Keely Vollmar.

Adjournment: The meeting was adjourned at 4:30 p.m. (Motion: Mrs. Emmons; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Laura Kessel, Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, and Keely Vollmar.

Attest: _____
Secretary

Date: _____