

Parlin-Ingersoll Public Library Board of Trustees
Minutes for June 16, 2021—4:02 p.m.

A.) Call to Order:

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

Absent: Laura Kessel, Rhonda Vogel

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the May 19, 2021 minutes from Meeting #1 were approved by unanimous vote. (Motion: Mr. Leighton; Second: Mrs. Ludlum). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Keely Vollmar. Absent from vote: Laura Kessel, Rhonda Vogel

Approved Motion: Hearing no objections or corrections, the May 19, 2021 minutes from Meeting #2 were approved by unanimous vote. (Motion: Mr. Meade; Second: Ms. Emmons). 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

Students Pandemic Reflections Project

Harold Rose contacted Mrs. Bunner about a group gathering student perceptions about the pandemic. Cheryl Bielema, Programs Chair of the Canton Area Heritage Center, Museum Studies student Angela Drach, and Harold Rose, Canton High School history teacher, have gathered data about how students fared in the Spring of 2021 after Canton schools resumed in-person instruction. The group surveyed students and will also be surveying teachers about their experiences. A group of about 5-6 will meet at the library to plan the project. The Library will partner with them and possibly have a display of their findings in the future.

Tax Computation Reports

Mrs. Bunner shared the Tax Computation Reports she received covering the City of Canton as well as one for the library rates developed by Fulton County Clerk Patrick O'Brian. Differences were noted in the amount of EAV for State Railroad. Since the library itself is not the taxing body, Mr. O'Brian developed a report so the library could see the breakdowns for each of their tax requests for corporate, audit, IMRF, social security, and tort. Mrs. Bunner will sign off on the report and return it to Mr. O'Brian.

Circulation Manager Job Search

Mrs. Bunner has received 5-6 applications thus far. She plans to begin interviewing next week. Brenda Hadsell's last day will be August 20, 2021.

Auditor On-Site on June 18th

Andy Saltzman, auditor from Ginoli and Company, and his associate will be on-site for the library's audit on June 18th.

Director's Activities in May

Director activities in May: All virtual meetings: Canton City Council Meeting; Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for May 2021

Approved Motion: The board voted unanimously to approve the consent agenda for May 2021 (Motion: Mrs. Freiley; 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

2.) Code of Conduct Policy

The Board discussed the Code of Conduct Policy and Posted Notice Flyer. Mr. Meade suggested removing Section 8 of the Policy as in our case it is not an ordinance.

Approved Motion: The board voted unanimously to approve Policy as written minus section 8 and the flyer as presented (Motion: Mr. Meade; Second Mrs. Ludlum). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Keely Vollmar. Absent from vote: Laura Kessel, Rhonda Vogel

3.) COVID-19 Protocols

As Illinois has moved into Phase 5 of its COVID-19 Mitigation Plan, Mrs. Bunner presented areas for review. The current gubernatorial executive order allows for special rules for virtual meetings when under a disaster proclamation. The current extension will end on June 26, 2021. If it is not extended, the Board will need to meet in person for the July 21, 2021 meeting.

The CDC, Illinois Department of Public Health, and the Illinois Department of Commerce and Economic Opportunity no longer require fully vaccinated people to wear face coverings or maintain social distancing. The Board discussed those requirements, the availability of the vaccine in our community, and the ages currently covered by the vaccine. Mrs. Bunner presented a suggested flyer to post at the library entrance:

Vaccinated? Masks not required

Unvaccinated? Masks strongly recommended
Masking to protect the children and immune-compromised? Greatly appreciated.

The Board felt the signage would not require staff to enforce masking and would allow anyone to continue wearing a mask if they so choose.

Note: Ms. Emmons had to leave the meeting at this time.

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

The Board also discussed the need for continuing to quarantine materials. RAILS library system stopped their quarantine requirements several weeks ago. Studies have shown the virus does not readily transmit from surfaces. Most libraries have discontinued their quarantine of materials and have put out their newspapers for public use. If the library no longer quarantines materials, Mrs. Bunner feels the circulation desk can revert back to utilizing all 3 stations for both check-in and check-out of materials. This will be especially helpful as traffic has increased during summer reading.

Approved Motion: The board voted unanimously to approve discontinuing the quarantine of library materials and the subsequent recommendations (Motion: Mrs. Ludlum; Second: Mr. Meade). Roll call vote: Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel, Rhonda Vogel

Currently 6 of our 11 public computers are available. An additional PC can be opened up for use and still maintain social distancing of 6 feet. Most of the public seating can be open for use with a few exceptions. Public drinking fountains are available again in most libraries.

4.) Possible Trustee Candidates

The Board discussed future trustee candidates and gave assent to Mr. Meade to approach a possible candidate.

Adjournment: The meeting was adjourned at 4:51 p.m. (Motion: Mrs. Freiley; Second: Mrs. Vollmar). Roll call vote: Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Keely Vollmar. Absent from vote: Jana Emmons, Laura Kessel, Rhonda Vogel

Attest: _____
Secretary

Date: _____