

Parlin-Ingersoll Public Library Board of Trustees
Minutes for July 21, 2021—4:04 p.m.

A.) Call to Order:

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

Absent: Laura Kessel, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the June 16, 2021 minutes were approved by unanimous vote. (Motion: Mrs. Freiley; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Laura Kessel, Keely Vollmar

C.) Public Comments

There were no public comments.

D.) Communications

Charles D. Ingersoll Trust Meeting

The quarterly meeting of the Charles D. Ingersoll Trust beneficiaries will be on Wednesday, July 28, 2021 at 1:30 p.m. at the MidAmerica National Bank.

Awarded the FY 2021 Per Capita Grant

The Library was awarded the FY2021 Illinois Public Library Per Capita Grant in the amount of \$21,688.40. There was no word on how soon checks may be received.

Staffing Vacancies and Updates

Jessica Sparenberg has been hired as the new Circulation Manager replacing Brenda Hadsell, who is retiring August 20, 2021. Ms. Sparenberg starts work on July 26th. Marjie Shelby plans to retire in the fall, and Eleanor Fournier's last work day will be July 31st. Eleanor is leaving for college. One staff member is currently off on medical leave, and another may also require time off for medical reasons.

Audit Update

Andy Saltzman, auditor from Ginoli and Company, hopes to have financial statements ready for the August meeting.

August Board Meeting May Be Totally In-Person

If the Governor does not extend his emergency waiver of the Open Meetings Act beyond July 24th, the August Board meeting will be completely in-person.

Director's Activities in June

Director activities in June: Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for June 2021

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

2.) Closed Sessions

The Board reviews any minutes from closed sessions twice a year to determine if those minutes can be released. The Board currently has no closed session minutes.

3.) COVID-19 Updates

The Board discussed patron and staff comments related to the recommendation for unvaccinated persons (including children) to wear a mask. Each individual has different comfort levels with the fear of contracting the virus. The Board acknowledged the difficulty in enforcing mask-wearing when other institutions are not requiring it. They also acknowledged any gubernatorial mandates would result in changes.

CDC recommendations state unvaccinated individuals should wear masks, not must wear masks.

Current library signage states:

Vaccinated? Masks not required
Unvaccinated? Masks strongly recommended
Masking to protect the children and immune-compromised?
Greatly appreciated

The Board decided to vote on two different motions with the majority vote-getting motion to be the final one:

Approved Motion: The Board voted to keep the current signage as is. Roll call vote: Ayes: Jana Emmons, Chris Leighton, Cathy Ludlum, and Trygve Meade. Nays: Kim Freiley and Rhonda Vogel. Absent from vote: Laura Kessel, Keely Vollmar

Approved Motion: The Board voted to add the phrase "per CDC guidelines" to the bottom of all signage. Roll call vote: Ayes: Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Nays: Jana Emmons. Absent from vote: Laura Kessel, Keely Vollmar

With a 5-yes and 1-no vote the addition of the phrase "as per CDC guidelines" will be added to the signage.

4.) Christmas Bonus

The Board reviewed the previous practice of awarding a Christmas bonus to staff each December. The practice was a tradition of William Ingersoll, but the Board wanted to re-visit the issue given the library is now receiving tax revenue. Mrs. Vogel could not find anything stating such a bonus would be illegal. All trustees felt they wanted to continue the practice.

5.) Longevity Bonus

The Board discussed the issue of longevity bonuses for retiring staff. In 2011 two full-time employees with 21 years of experience were each given \$500 bonuses. In 2013 the Executive Director with 30 years of experience was given a \$1,000 bonus.

Brenda Hadsell, a full-time employee, will be retiring on August 20, 2021 after 36 years' experience at the library. Marjie Shelby, a part-time employee, will be retiring this fall after 16 years' experience. Both employees have served the library very well over the course of their employment.

Approved Motion: The board voted unanimously to approve giving a retirement bonus to full-time employee, Brenda Hadsell, but not awarding a retirement bonus for part-time employee, Marjie Shelby (Motion: Mr. Meade; Second: Mrs. Freiley). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Laura Kessel, Keely Vollmar

Approved Motion: The board voted unanimously to approve giving a \$1,000 retirement bonus to full-time employee, Brenda Hadsell, in recognition of her valued years of service (Motion: Mr. Meade; Second: Mrs. Freiley). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Laura Kessel, Keely Vollmar

6.) Outdoor Lighting Replacement on North Side

Mrs. Bunner presented two quotes from Doug Bentzinger of Phillips and Associates for replacement of the existing sidewalk bollard lighting with LED fixtures. The existing wiring can be utilized. The replacement lights will provide adequate lumens for safety requirements, and bulbs can eventually be replaced by regular maintenance personnel. The quote from Quick Electric was for \$10,839 and the quote from Roy Keith Electric (RKE) was \$11,610. Both companies have done excellent work for the library in the past. Mr. Leighton asked about the amount budgeted for this work. The FY22 budget includes \$75,000 for capital expenses. Thus far, \$10,945.43 has been spent for the remainder of the East Side Ramp Project.

Approved Motion: The board voted unanimously to approve the Quick Electric quote for \$10,839 (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Laura Kessel, Keely Vollmar

7.) Bloodborne Pathogen Policy
Code of Ethics
Drug and Alcohol Free Policy
Ethics for Trustees
Immigration Policy

These policies are reviewed every 3 years. There were no recommended changes.

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

8.) Disposal of Surplus of Library Materials Policy

Mrs. Bunner reviewed the proposed additions and edits to the policy. All changes were in accordance with current statute.

Approved Motion: The board voted unanimously to approve the Disposal of Surplus of Library Materials Policy with the suggested changes (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Laura Kessel, Keely Vollmar

9.) Possible Trustee Candidates

Mr. Meade approached Andrea Barbknecht about being a trustee. Mrs. Barbknecht was very interested, but declined as she currently has some family commitments as caretaker of a relative. However, she would like to be considered in the future. Mr. Meade asked for any further suggestions. He will approach architect/engineer Tom Gillam and report back at the next meeting.

Adjournment: The meeting was adjourned at 5:07 p.m. (Motion: Mr. Meade; Second: Mrs. Vogel). Roll call vote: Ayes: Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Trygve Meade, and Rhonda Vogel. Absent from vote: Laura Kessel, Keely Vollmar

Attest: _____
Secretary

Date: _____