

Parlin-Ingersoll Public Library Board of Trustees
Minutes for August 18, 2021—4:00 p.m.

A.) Call to Order:

Present: Chris Leighton, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar

Absent: Jana Emmons, Kim Freiley, Laura Kessel

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the July 21, 2021 minutes were approved by unanimous vote. (Motion: Mr. Leighton; Second: Mr. Meade).

Approved Motion: Hearing no objections or corrections, the July 28, 2021 Special Meeting minutes were approved by unanimous vote. (Motion: Mr. Meade; Second: Mrs. Vogel).

C.) Public Comments

There were no public comments.

D.) Communications

Security Camera Software Update

Mrs. Bunner presented a recommended security camera software update quote from JJ Koehler of FSS, Inc. The library has been having some security camera software problems. Microsoft security software updates in turn required 3rd-party camera software updates, which have led to the library needing to update to a new camera software platform. The cost of the upgrade and labor totaled \$1224.00. The FY22 budget included \$2000 allocated for possible camera replacements so the software upgrades will be done using part of those funds.

Elson Trust

The library received \$1,586.25 for the annual disbursement from the James Elson Trust for FY22. The FY21 disbursement was \$2,032.50. Mrs. Bunner asked Sue Freiley about the drop in income. Sue Freiley said the OCC was requiring the sale of the MidAmerica National Bank stock, which primarily comprises the Elson Trust, due to a conflict of interest. The replacement investments are paying at a lower rate than MidAmerica National Bank stock. She advised budgeting less income from the Elson Trust in the future.

Illinois State Historical Society Centennial Business Award

The library is a member of the Illinois State Historical Society's 2021 class of Centennial Business Award recipients. Due to the resurgence of the COVID-19 virus, the award celebration will be rescheduled in the fall of 2022.

New Hires

Karen Wilcoxon-Berger and Curtis King are the new part-time library public service pages. Both began work on August 16th. Karen is scheduled to work 11 hours per week, and Curtis is scheduled to work 13 hours per week.

Friendship Festival Parade

Due to the COVID-19 pandemic, Mrs. Bunner felt having staff participate in the parade this year would not be worth the risk of 4-5 staff members getting sick. Other passive program activities will be planned in celebration of the festival and National Library Card Sign up month.

MidCentury Communications Donation

Mrs. Bunner reported MidCentury Communications donated a \$200 gift card to the library from Books A Million. The monies were spent on graphic novels and manga.

First Tax Settlement Check

Mrs. Bunner reported the first tax check for \$135,712.87 was deposited in the library checking account. The specific breakdowns were:

IMRF: 22,856.90
Corporate: 85,713.40
Audit: 2,514.22
Tort: 13,199.84
Social Security: 11,428.51
Total: \$135,712.87

Article on Reading Habits

Mrs. Bunner shared an article on the increase in reading habits in 2020.

Director's Activities in July

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

E.) Director's Report

1.) Consent Agenda for July 2021

Approved Motion: The board voted unanimously to approve the consent agenda for July 2021 (Motion: Mrs. Vogel; Second: Mr. Leighton).

2.) COVID-19 Updates

The Board reviewed its current recommendations for masking. After some discussion the Board suggested the following re-wording of our signage:

As per CDC guidelines
Masks are recommended in the library
to protect everyone

Approved Motion: Hearing no objections or corrections, the revision to the signage was approved by unanimous vote. (Motion: Mrs. Vollmar; Second: Mr. Leighton).

3.) Audit for FY21

The Board discussed the draft of the audit from Andy Saltzman of Ginoli and Company.

Approved Motion: Hearing no objections or corrections, the FY21 audit was approved by unanimous vote. (Motion: Mrs. Ludlum; Second: Mrs. Vogel).

4.) Display Space Policy

Approved Motion: The board voted unanimously to affirm the current Display Space Policy without any modifications. (Motion: Mr. Leighton; Second: Mrs. Vollmar).

5.) Teen Advisory Board Application

The Board discussed the proposed Teen Advisory Board application and acceptance form. After some discussion the board felt the application form itself would suffice without the need of a formal acceptance form. Mrs. Bunner and Mrs. Kaufmann will finalize the wording on the application and information sheets. While the library policy is to not write letters of recommendation, the Director could certify involvement for those seeking community service verification or college letters of recommendation.

6.) ILA Virtual Conference Attendance

Mrs. Bunner presented the conference schedule. No trustees were able to commit this year, but three staff members will attend.

7.) Library Closure for the Polaris Upgrade December 14, 2021

Polaris Library software is scheduled for an upgrade on December 14th. In the past the library has closed during the upgrade, and staff training is also provided that day.

Approved Motion: The board voted unanimously to approve closing the library on December 14th as has been done in the past. (Motion: Mr. Meade; Second: Mrs. Ludlum).

8.) Per Capita Grant FY22 and Strategic Plan

Mrs. Bunner handed out copies of *Serving Our Public 4.0: Standards for Illinois Public Libraries* as well as annotated copies of the library’s Strategic Plan for FY2020-FY2024. The Strategic plan is annually reviewed in September. The requirements for Per Capita Grant FY22 are for the Board to review the standards document in its entirety and report on progress made. These documents will be reviewed at the September and October Board meetings to complete this requirement.

9.) Possible Trustee Candidates

Mr. Meade reported the previously suggested candidate is no longer in the area. The Board will consider other candidates at the next meeting.

10.) Annual Walk-Through of the Library

As recommended in *Serving Our Public 4.0*, the Board did an indoor and outdoor walk-through of the library and the grounds. A suggested checklist was provided. Discussion of their findings and a possible priority list will be on the agenda for the September meeting.

Adjournment: The meeting was adjourned at 6:00 p.m. (Motion: Mr. Meade; Second: Mr. Leighton).

Attest: _____
Secretary

Date: _____