

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for September 15, 2021—4:00 p.m.**

**A.) Call to Order:**

**Present:** Jana Emmons, Kim Freiley, Cathy Ludlum, Trygve Meade, Rhonda Vogel, Keely Vollmar

**Absent:** Laura Kessel, Chris Leighton

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

**Approved Motion:** Hearing no objections or corrections, the August 18, 2021 minutes were approved by unanimous vote. (Motion: Mrs. Vogel; Second: Ms. Emmons).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**2020 Census Estimate for the City of Canton**

Mrs. Bunner reported the 2020 census for the City of Canton is 13,242 down about 10% from the 2010 census of 14,704.

**Second Tax Settlement Distribution**

The library received its second tax settlement check for \$48,733.01. The breakdown was as follows:

IMRF:	8,207.65
Library Corporate:	30,778.75
Audit:	902.83
Tort:	4,739.92
Social Security:	4,103.86
Total:	48,733.01

**Audit Final Copies**

Final printed copies of the audit, which was Board approved last month, were distributed. Copies were sent to the Mayor and the Fulton County Clerk. A public notice of availability has been published in the Daily Ledger. A copy of the financial statement is on the library's website.

**Director's Activities in August**

Director activities in August: Director's Lunch; Rotary Board Meeting; Rotary Regular Meetings

## **E.) Director's Report**

### **1.) Consent Agenda for August 2021**

**Approved Motion:** The board voted unanimously to approve the consent agenda for August 2021 (Motion: Ms. Emmons; Second: Mrs. Ludlum).

### **2.) COVID-19 Updates**

The Board reviewed the current mandates on indoor masking as well as requirements for the Open Meetings Act. Nothing needed to be changed at this time.

### **3.) Circulation Policy Addition for Staff Library Cards**

The Board discussed a proposed addition to the Circulation Policy to allow staff “online access” cards for those staff members residing in another library district. These staff members would continue to check out on their home library card, but would have a Parlin-Ingersoll Public Library card to allow access to online offerings such as downloadable eBooks, eAudios, and databases not available through their home library. This benefit is considered part of their employee compensation package.

**Approved Motion:** The board voted unanimously to amend the Circulation Policy to include a section for staff online access cards for staff members residing in another library’s district. (Motion: Mrs. Freiley; Second: Mrs. Vollmar).

### **4.) Annual Walk-Through of the Library Review**

At the August meeting, the Board did a walk-through of the library and library grounds. Several items were discussed. First, Mr. Meade felt the public restrooms should receive a new coat of paint. Mrs. Bunner mentioned maintenance worker, Dan Rock, offered to paint them this winter.

Second, Mrs. Vogel felt the four dead pine trees should be removed at this time.

Third, several trustees felt areas of the landscaping should be updated over the coming years. The first two areas of need are filling in the gaps from dead plants on the west side, and updating the east side of the building, which dates prior to 2005. It was suggested Mrs. Bunner contact a few of the local Master Gardeners or gardening enthusiasts for some suggestions for possible work to be done in the spring.

Fourth, the Board decided to revisit the public sidewalk offsets on the city property at a later date.

### **5.) Per Capita Grant FY22 and Strategic Plan**

The Board annually reviews its strategic plan in September. Mrs. Bunner reviewed the goals and objectives along with the standards chosen to emphasize in last year’s FY21 Per Capita Grant: completion of the annual evaluation of the Director, approving a formal succession policy, reviewing minimum wage adjustments, conduction an annual walk-through of the library building and grounds,

planning a staff safety update, and exploring more young adult programming. The Board reviewed the checklists in *Serving Our Public 4.0 Standards for Illinois Public Libraries*.

For the FY22 Per Capita Grant Mrs. Bunner would like to continue working on specific details of succession planning as new staff members receive additional training. Mrs. Bunner updated current job descriptions and hopes to continue to evaluate minimum wage increases and salary adjustments. If safety training for staff is not completed in December, it will be planned for 2022. New Circulation Manager, Jessica Sparenberg, will be trained to further her understanding of circulation practices, interlibrary loan, and cataloging. Mrs. Bunner and Mrs. Kaufmann will continue to explore ways to reach our youth especially under any pandemic restrictions.

#### **6.) Hold Ingersoll Trust Disbursements for 2 months**

As of August 31, 2021 the Library checking account had a balance of \$268,751.42. We currently receive a monthly disbursement of \$52,000, which we have considered lowering once we have received tax revenues. A total of \$184,445.88 in tax revenues have been received. While the Board has discussed lowering the monthly Ingersoll Trust disbursement, it was decided to wait another month or two to have a better idea of the total tax income.

**Approved Motion:** The board voted unanimously to approve stopping the Ingersoll Trust monthly disbursement of \$52,000 in September and October of 2021 and to consider a permanent change to the monthly disbursement amount in November. (Motion: Ms. Emmons; Second: Mr. Meade).

#### **7.) Transfer Some Library Reserve Income**

The Board discussed transferring money from the library reserve money market account to other funds paying a higher interest rate.

**Approved Motion:** The board voted unanimously to transfer \$125,000 from the money market account to other investments paying higher rates per the advice of Sue Freiley, MidAmerica National Bank Trust Officer. (Motion: Ms. Emmons; Second: Mrs. Vogel).

#### **8.) Possible Trustee Candidates**

The Board discussed several possible candidates to replace the vacancy from the retirement of Michelle Quinones as well as the upcoming vacancy for current trustee, Laura Kessel, whose work commitments make it increasingly difficult to attend meetings. Several trustees offered to approach candidates about their interest in serving.

#### **9.) Annual Director's Evaluation**

Mrs. Bunner excused herself from the meeting. The Board conducted the annual Library Director evaluation and, after substantial discussion, found no areas of concern to suggest to the Director. They approved a 3.5% salary increase to be implement in the FY23 budget.

**Adjournment:** The meeting was adjourned at 5:20 p.m.

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

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

Secretary