

Parlin-Ingersoll Public Library Board of Trustees
Minutes for October 26, 2021—4:00 p.m.

A.) Call to Order at 4:23 p.m.

Present: Jana Emmons, Kim Freiley, Chris Leighton, Trygve Meade, Rhonda Vogel

Absent: Laura Kessel, Cathy Ludlum, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the September 15, 2021 minutes and the October 20, 2021 minutes were approved by unanimous vote. (Motion: J. Emmons; Second: K. Freiley).

C.) Public Comments

There were no public comments.

D.) Communications

Centennial Business Award

Kim Bunner showed the Board the Centennial Business Award certificate, which will be framed and put in the entrance hall of the library.

Third Tax Settlement Distribution

The library received its third tax settlement check for \$83,041.60, which represents about 96% of the total expected taxes. The breakdown was as follows:

IMRF:	13,985.95
Library Corporate:	52,447.33
Audit:	1,538.43
Tort:	8,076.88
Social Security:	6,993.01
Total:	83,041.60

Updates of Tree Removal and Landscaping

The four dead pine trees along the Locust Street driveway have been removed. The stumps have been ground, and grass seed will be planted in the coming weeks.

Director's Activities in September

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

E.) Director's Report

1.) Consent Agenda for September 2021

Approved Motion: The board voted unanimously to approve the consent agenda for September 2021 (Motion: K. Freiley; Second: R. Vogel).

2.) COVID-19 Updates

No changes to current policy were needed at this time.

3.) Library Landscaping

Kim Bunner met with Master Gardener, Terry Meade, to discuss possible landscaping changes. Kim Bunner will present a more detailed review of Terry Meade's suggestions at the November meeting. However, Terry Meade did recommend removing the dead plants as well as some smaller bushes, which have spread and are no longer healthy. In addition, one magnolia tree on the east side of the building should be removed at this time. She felt by removing the dead and problematic plants the library will look better until the Board can decide on a formal plan.

Approved Motion: The board voted unanimously to remove the plants recommended by Terry Meade. (Motion: J. Emmons; Second: K. Freiley).

4.) Illinois Libraries Present Six Month Pilot Intergovernmental Agreement

A group of Illinois Libraries are forming a programming group to facilitate big name speakers for group virtual viewing. Since the pandemic, several libraries have hosted programming with such speakers as best-selling authors, John Sandford and Chris Bohjalian.

The Illinois Libraries Present group is proposing a 6-month trial membership based on the participating library's operating receipt income. For our library, the cost would be \$75 for possibly 1-2 monthly programs from January to June of 2022. Illinois Libraries Present will provide all marketing materials, registration links, and technical support for any of our participants. Our library would simply provide the link to the patron to connect upon registration.

President Meade reviewed the agreement. Although drafted for separate units of government such as library districts, he felt our library has operated individually in such circumstances in the past.

Approved Motion: The board voted unanimously to sign the intergovernmental agreement to participate in the Illinois Libraries Present pilot project (Motion: R. Vogel; Second: K. Freiley).

5.) Program Room Policy

Kim Bunner presented the Program Room policy for its 3-year review. There were no changes to the policy.

Approved Motion: The board voted unanimously to approve the Program Room policy (Motion: J. Emmons; Second: K. Freiley).

6.) Per Capita Grant FY22

Kim Bunner reviewed the Per Capita Grant FY22 Application and the FY20 Per Capita Grant Expenditures report.

Approved Motion: The board voted unanimously to approve both documents for submission to the Illinois State Library (Motion: C. Leighton; Second: R. Vogel).

7.) Charles D. Ingersoll Trust Monthly Distribution Amount

Distributions from the Charles D. Ingersoll Trust for the months of May through August have been in the amount of \$52,000. Given the receipt of 96% of the expected tax revenue, the Board voted to suspend those distributions for the months of September and October. Mrs. Bunner felt the distribution could be reduced to \$47,000 per month beginning in November. This amount could be revised in the future if need be. A letter requesting the change should be sent to Sue Freiley, Trust Officer at MidAmerica National Bank and signed by two of three authorized signers—President Trygve Meade, Treasurer Jana Emmons, or Kimberly Bunner, Director.

Approved Motion: The board voted unanimously to request the monthly distribution be started again in November in the amount of \$47,000 (Motion: J. Emmons; Second: K. Freiley).

8.) Possible Trustee Candidates

President Meade discussed the vacancies on the Board. Kevin Meade (no relation) expressed interest in serving again on the Board. He had been a trustee in the past. Current trustee, Laura Kessel, would like to resign her position due to work conflicts. Her term ends in April 2023. The Board does still have a vacancy from the resignation of Michelle Quinones, whose term ends in April 2022. Andrea Barbknecht had expressed interest in this position earlier but was reluctant due to family considerations. President Meade offered to approach her again to fill the shorter term to see if her schedule would now allow her to serve.

Approved Motion: The board voted unanimously to have President Meade offer the positions of trustee to Kevin Meade and Andrea Barbknecht for the above terms, and upon their acceptance, to submit these recommendations to the mayor for approval (Motion: J. Emmons; Second: T. Meade).

Adjournment: The meeting was adjourned at 4:45 p.m.

Attest: _____
Secretary

Date: _____