

Parlin-Ingersoll Public Library Board of Trustees
Minutes for January 19, 2022—4:04 p.m.

A.) Call to Order

Present: Andrea Barbknecht, Jana Emmons, Kim Freiley, Chris Leighton, Kevin Meade, Rhonda Vogel, Keely Vollmar

Absent: Cathy Ludlum, Trygve Meade

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the November 17, 2021 minutes were approved by unanimous vote. (Motion: C. Leighton; Second: R. Vogel).

C.) Public Comments

There were no public comments.

D.) Communications

Charles D. Ingersoll Trust

Kim Bunner reported the Charles D. Ingersoll Trust total market value on December 31, 2021 was \$30,976,818.55. The quarterly disbursements for 2022 will be \$180,595.09. In computing the rolling 3-year average, we will roll off a \$23,345,535 year for 30,976.818.55.

Karen Wilcoxen-Berger Resignation

Staff member Karen Wilcoxen-Berger resigned in December. Existing staff member, Curtis King, will be taking on extra hours. He will now qualify for the IMRF retirement program.

Forms for Property Tax Exemption

Kim Bunner has filed the annual forms for property tax exemptions with the Fulton County Assessors office.

Statements of Economic Interest List

Kim Bunner submitted the names of trustees and staff who will need to be sent Statements of Economic Interest from the Fulton County Clerk's office. Sometimes forms are sent directly to the individual and sometimes they are sent in bulk to the library. Kim Bunner will continue to monitor the receipt of forms. Completed forms will need to be returned to the Fulton County Clerk's office by May 15th.

eRate Application Process

Kim Bunner is in the process of submitting the forms for eRate. The Library is in an existing 3-year contract with MidCentury Communications for our fiber internet connection. She has signed a renewal 1-year contract with Comcast for our backup cable connection. The Library is eligible for an 80% reimbursement on these services if our application is accepted. The total reimbursement could be over \$3,000.

Pollinator Grant Application

Kim Bunner submitted a grant for \$1,000 from the #PlantWildflowers Library Initiative. Those awarded must present 1-2 programs related to wildflowers and pollinators such as native bees. Libraries would receive \$1,000 for programming expenses as well as complimentary wildflower seeds native to your region. Kim contacted the University of Illinois Extension office as well as Canton Park District as possible partners if awarded the grant. The selection of grant recipients was to be made by January 14th. However, decisions have been delayed due to the large number of applicants.

PLA Virtual Conference

The Library normally budgets for the Director to attend the Public Library Association (PLA) conference every 2 years. This year the conference will be held in Portland, Oregon. Due to the COVID-19 pandemic, Kim Bunner is not planning to attend in-person. Portions of the conference are being offered virtually, and pricing has not yet been finalized, but may be much higher than in previous years. Kim will look at the offerings and the registration costs before deciding to attend.

RAILS Certification Submission

Kim Bunner has completed and submitted the RAILS certification for 2022. This is required in order to be eligible for state grants.

Director's Activities in November and December 2021

Director activities in November and December: City Council Meetings, Rotary District Conference, Rotary Fruit Sales, Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for November 2021

Approved Motion: The board voted unanimously to approve the consent agenda for November 2021 (Motion: K. Freiley; Second: A. Barbknecht).

2.) Consent Agenda for December 2021

Approved Motion: The board voted unanimously to approve the consent agenda for December 2021 (Motion: K. Freiley; Second: C. Leighton).

3.) City Levy Meetings

City council approved their 2021 levy payable in Summer of 2022 (FY23). The levy was based on an estimated rate setting EAV (Equalized Assessed Valuation) of \$123,649,110.

The library approved amounts are:

Corporate: 185,475 (.15%)
IMRF: 45,000
Audit: 5,100
Tort-Liability: 27,100
Social Security: 24,200
Total: 286,875

The total rate estimate is .00232.

4.) Review of Closed Session Minutes

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.

5.) Purging Patron Accounts

For many years the Library purges patron accounts, which have been inactive for 3 years and which owe less than \$30. The Illinois State Library requires yearly purging of accounts, which have not been used in 3 years.

Previous Canton School District cardholders, who have not purchased a non-resident card or are not eligible for a free non-resident card, should be purged from the system as well.

The number of resident and non-resident cardholders owing fines above \$30 dates back to 1991. After much discussion, the Board felt the following steps should be taken to update our patron accounts:

- Purge all patron accounts with charges and **older than 10 years** annually each January (About 871 this time to include charges as early as 1991)
- Every April purge all patrons with charges over **\$50** and who have not used the library in 3 years

- Purge all Canton non-resident (School District) cards which have not been changed to a PAID nonresident card or a FREE nonresident card and owe less than \$50 (Retains 19 accounts owing more than \$50 after the 10-year purge)

6.) Landscaping Review

The Board asked Kim Bunner to contact the following nurseries to see if they would give free quotes/recommendations for landscaping updates on the east and west sides of the library:

- Fairview Nursery, Fairview
- Hodgson Produce and Greenhouses, Kilbourne
- Kelch Turf Farm and Landscaping, Brimfield
- Premier Garden Design, Congerville
- Gendron Landscaping, Washington

Kevin Meade said his wife, Terry, offered to donate several hostas to add to the south and southeast side of the library.

Kim Bunner will contact the above companies and report back at the February meeting.

7.) COVID-19 Updates

The Board discussed current COVID-19 issues as well as the latest reduction in quarantine and isolation days recommended by the CDC. They suggested Kim Bunner continue to follow the Illinois Department of Public Health and CDC recommendations. They did not want to specify a specific type of mask or a specific type of COVID-19 test be used. Everyone acknowledged this is a continuously changing environment as well as the need to be flexible as recommendations change.

Adjournment: The meeting was adjourned at 5:07 p.m.

Attest: _____
Secretary

Date: _____