

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for February 16, 2022—4:00 p.m.**

**A.) Call to Order**

**Present:** Andrea Barbknecht, Jana Emmons, Chris Leighton, Trygve Meade, Rhonda Vogel, Keely Vollmar

**Absent:** Kim Freiley, Cathy Ludlum, Kevin Meade

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

**Approved Motion:** Hearing no objections or corrections, the January 19, 2022 minutes were approved by unanimous vote. (Motion: C. Leighton; Second: J. Emmons).

**Approved Motion:** Hearing no objections or corrections, the January 26, 2022 special meeting minutes were approved by unanimous vote. (Motion: R. Vogel; Second: T. Meade).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Painting of Public Restrooms Completed**

Maintenance staffer, Dan Rock, completed the painting of the public restrooms.

**Purging of Patron Records**

Kim Bunner reported the purging of patron records has been completed. All fines older than 10 years have been purged from the system as well as previous non-residents of the City of Canton who have not paid a non-resident fee and owe less than \$50. Total patron records purged were about 1300.

**Director's Activities in January 2022**

Director activities in January: Rural Directors Virtual Meeting; Charles D. Ingersoll Trust Meeting; Rotary Board Meeting; Rotary Regular Meetings

**E.) Director's Report**

**1.) Consent Agenda for January 2022**

**Approved Motion:** The board voted unanimously to approve the consent agenda for January 2022 (Motion: J. Emmons; Second: C. Leighton).

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

The Board discussed the latest announcement by Governor Pritzker to drop the mask mandate in indoor public places starting February 28, 2022. During the past 3 weeks there have been 4 incidents of patrons refusing to wear a mask. One person threatened to bring in others and “shut the library down.” Many other businesses and institutions in town are no longer enforcing mask wearing. After some discussion the Board decided to eliminate the mandate as of February 28<sup>th</sup> with staff and public having the option to wear masks. All signs related to masks will be removed.

## **3.) Investment Policies**

The Board reviewed the MidAmerica National Bank investment policy for the Charles D. Ingersoll Trust dated January 26, 2022.

**Approved Motion:** The board voted unanimously to authorize Kim Bunner to sign the policy on behalf of the Board (Motion: C. Leighton; Second: J. Emmons).

The Board reviewed the library’s Investment of Public Funds policy.

**Approved Motion:** The board voted unanimously to approve the policy as presented (Motion: R. Vogel; Second: K. Vollmar).

## **4.) Server Upgrade and Extended Warranty**

The library has one primary physical server, which is segmented to contain separate servers with differing tasks. This main server was purchased in 2019 with a 3-year warranty. In the past this server has been upgraded every 5 years. The cost to purchase an additional 2-year warranty is estimated to cost \$4,691.

**Approved Motion:** The board voted unanimously to approve purchasing an additional 2-year warranty on this server (Motion: J. Emmons; Second: A. Barbknecht).

The library has a secondary physical server, which is over 8 years old. Our network consultant has recommended this be replaced. Kim Bunner plans to get an estimate on the replacement and installation of this server. She estimates this could cost about \$15,000. Since the library is currently under budget in capital expenses, she thought she would try to get the work done in this fiscal year.

**Approved Motion:** The board voted unanimously to approve the replacement and installation of this server. (Motion: K. Vollmar; Second: R. Vogel).

**5.) FY23 Budget Draft**

Kim Bunner presented the first draft of the FY23 budget. The Board discussed several areas including the impact of the rising inflation rate on future salaries. In addition, Kim Bunner did submit a letter of resignation upon retirement on December 31, 2022. The Board decided to table the budget until next month.

**6.) Landscaping Review**

The Board reviewed estimates received from Gendron’s Landscape Construction and Kelch Turf Farm and Landscaping. After some discussion the Board wanted to table this issue in order to consider available monies and to consider options in spreading the work over several fiscal years.

**7.) Open Meeting Act Training**

The Attorney General’s website is once again operational. All trustees must complete the training yearly and give a copy of their completed certification to Kim Bunner for the library’s files. Everyone will need to register to create a new account.

**8.) Trustee Re-appointments**

The terms of Trygve Meade, Rhonda Vogel, and Andrea Barbknecht will be up in early May. The Board will need to approve sending these names to the Mayor in April or consider replacements if anyone chooses not to remain on the Board.

**Adjournment:** The meeting was adjourned at 5:02 p.m.

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

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