

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for March 16, 2022—4:01 p.m.**

**A.) Call to Order**

**Present:** Andrea Barbknecht, Kim Freiley, Chris Leighton, Cathy Ludlum, Kevin Meade, Trygve Meade

**Absent:** Jana Emmons, Rhonda Vogel, Keely Vollmar

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

**Approved Motion:** Hearing no objections or corrections, the February 16, 2022 minutes were approved by unanimous vote. (Motion: C. Leighton; Second: A. Barbknecht).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**East Side Ramp Concrete**

Some of the concrete around the north railing of the east side ramp is spalling. Kim Bunner contacted architect Doug Bentzinger, who in turn has contacted Laverdiere Construction to setup an appointment to review the work.

**Statements of Economic Interest**

Statements of Economic Interest forms were distributed to several trustees. Discussion arose concerning some of the new requirements with the 2022 form.

**Open Meetings Act Certification**

Kim Bunner reminded trustees that copies of their certificates of completion of the Open Meetings Act training must be returned to the library.

**Meeting with Dave Downey and John Winsor**

Trygve Meade mentioned being contacted by former Canton residents, Dave Downey and John Winsor, about a possible donation to the library. After some discussion Trygve Meade said he would be contacting them next week to further discuss some possibilities.

**Director's Activities in February 2022**

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

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

### **1.) Consent Agenda for February 2022**

**Approved Motion:** The board voted unanimously to approve the consent agenda for February 2022 (Motion: C. Ludlum; Second: K. Meade).

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

The Library lifted the mask requirement on February 28, 2022. Kim Bunner reported no further issues from the staff or the public.

### **3.) Personnel Policy Revision and Personal Cell Phone Use**

The library has two anti-virus companies using multi-factor authentication (MFA) for their products, and this MFA must be done on smartphones. Kim Bunner presented an addition to the personnel policy related to the use of personal cell phones:

**Personal Cell Phone Use:** *The library will provide an annual stipend of \$240 (\$20 per month) for the Director and Technology Manager to use their personal cell phones to receive multi-factor authentication codes in order to access library vendors requiring only the use of cell phones for such authentication. All other library business should be conducted on the library business phones or library business e-mail. All exceptions must be approved by the Director.*

**Approved Motion:** The board voted unanimously to update the personnel policy to include the section on personal cell phone use. (Motion: K. Freiley; Second: K. Meade).

### **4.) FY23 Budget**

The Board reviewed the FY23 budget draft and possible salary increases. Trygve Meade felt a higher increase was justified at this time given the need to stay competitive, the low overall cost of an increase, and the cost savings from the need to hire a new director.

**Approved Motion:** The board voted unanimously to approve the salary budget line for all full-time staff at a 6% increase from FY22. (Motion: T. Meade; Second: C. Ludlum).

**Approved Motion:** The board voted unanimously to approve the FY23 budget as amended above. (Motion: T. Meade; Second: C. Leighton).

**5.) Tax Levy Request Letter**

Kim Bunner presented the Local Library Letter Notifying Municipality of Levy Request in the following amounts:

Corporate @ .15 (5% increase over the 2021 Levy amount of \$185,475)	194,749
Audit	5,250
IMRF	40,000
Social Security/Medicare	24,855
Tort/Liability/Safety	27,100
Total	291,954

**Approved Motion:** The board voted unanimously to authorize President Trygve Meade to sign the letter and Kim Bunner to submit the letter to Mayor McDowell, Treasurer Crystal Wilkinson, and Comptroller Beka Schultz (Motion: A. Barbknecht; Second: K. Freiley).

**6.) Landscaping Review**

Given the possibility of an upcoming donation, the Board decided to table this issue until next month.

**7.) New Director Search**

The Board discussed several search scenarios as well as requirements for the position. Kim Bunner will incorporate those requirements into an ad to be placed on the RAILS library system website, the Illinois Library Association job listing, the library website, and local library director listservs. The ad will be placed in the next few days with an application deadline of May 16, 2022.

The Board will discuss the procedures for reviewing applications at the April meeting.

**8.) Trustee Re-appointments**

The terms of Trygve Meade, Rhonda Vogel, and Andrea Barbknecht will be up in early May. The Board will bring these re-appointments up for approval at the April meeting.

**Adjournment:** The meeting was adjourned at 5:31 p.m. (Motion: K. Freiley; Second: T. Meade).

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

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