

Parlin-Ingersoll Public Library Board of Trustees
Minutes for April 20, 2022—4:02 p.m.

A.) Call to Order

Present: Andrea Barbknecht, Jana Emmons, Kim Freiley, Cathy Ludlum, Kevin Meade, Trygve Meade, Rhonda Vogel, Keely Vollmar

Absent: Chris Leighton

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the March 16, 2022 minutes were approved by unanimous vote. (Motion: A. Barbknecht; Second: K. Freiley).

C.) Public Comments

There were no public comments.

D.) Communications

Ingersoll Trust Meeting

Kim Bunner reminded the Board the next quarterly meeting of the beneficiaries of the Charles D. Ingersoll Trust will be on Wednesday, April 27, 2022 at 1:30 p.m. in the MidAmerica National Bank Board Room.

Phillips and Associates Merger

Kim Bunner shared information she received from architect, Bill Phillips. In the next few years his business will be merged with Graham and Hyde Architects, Inc. of Springfield, Illinois. Bill Phillips, Doug Bentzinger and several staff will remain in the Canton office for the near future. Bill reached out to Kim Bunner personally as the Parlin-Ingersoll Public Library is their oldest client.

Statements of Economic Interest

Kim Bunner has received the filed statements of economic interest for those trustees who have returned them to the library.

Reference Survey

Kim Bunner shared the results of the March reference survey. This data is needed in the Illinois Public Library Annual Report. Reference questions have remained at about 30 per week with Mondays and Saturdays the busiest days. Mornings and afternoons had the most questions with only one question asked in the evening hours. No questions were asked by children this year.

Public Library Association Virtual Conference

Kim shared a summary of the virtual meetings she attended this year. The PLA conference, which is held every two years, continues to be a very valuable conference.

Open Meetings Act Certificates

Kim Bunner reminded trustees to complete their Open Meetings Act training and return the completed certificate to her for the library files. Everyone will need to register new this year. Some trustees have reported problems printing their certificates. Some had better luck using the Firefox browser than Chrome. If anyone has printing issues, a screenshot of the completion page with the current dates will be kept on file in lieu of the certificate.

Staff Fire Safety Training

As part of our continued staff training mentioned in *Serving Our Public Standards 4.0* and in our Per Capita Grant application, staff will be receiving training on fire safety precautions and fire extinguisher use on Friday, April 29, 2022.

Resignation of Curtis King and New Hires

Part-time employee Curtis King resigned with his last work day being April 8th. Two perspective candidates have been hired with anticipated start dates in mid-May.

Director's Activities in March 2022

Director activities in March: Rotary Spoon River College Food and Resources Drive, Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for March 2022

Approved Motion: The board voted unanimously to approve the consent agenda for March 2022 (Motion: C. Ludlum; Second: R. Vogel).

2.) COVID-19 Updates

There were no changes at this time.

3.) Non-Resident Fee

Annually the Board must decide if it will issue non-resident cards and at what cost. Using the general mathematical formula recommended by the Illinois State Library, the fee for those patrons living outside the City of Canton limits would be calculated as follows:

$\$123,649,110$ (Canton 2021 estimated rate setting EAV) x $.00232$ (Library estimated tax rate) = $286,865.94$
 $286,865.94 \div 13,242$ (2020 Canton population) = $\$21.66$ per person
 $\$21.66$ per person x 2.24 (2015-2019 census estimate for household size in Canton) = $\$48.52$

The Board can round this figure up to \$50.00 per household. Canton Union School District still is under the Community Eligibility Grant which will allow the library to not charge a non-resident fee to students

pre-school through grade 12 living outside the city limits. In addition, disabled veterans with a 70% disability are not to be charged a non-resident fee either.

The Board has the option of not charging non-residents for the use of electronic resources. Discussion arose concerning the cost of these resources and if those costs would increase with a larger community base. The Board also expressed concern over using our income, both taxpayer income and trust income, to give free access to those who are not residing in the city. There was also discussion about the necessary clerical changes staff would need to make to implement free-use electronic cards.

Approved Motion: The board voted unanimously to participate in the non-resident card program and to issue non-resident cards (Motion: R. Vogel ; Second: K. Vollmar).

Approved Motion: The board voted unanimously to charge \$50 for non-resident cards purchased between May 1, 2022 and April 30, 2023 (FY23) for those not eligible for fee exemptions (Motion: T. Meade ; Second: K. Freiley).

Approved Motion: The board voted unanimously to not offer electronic resources to non-residents for free (Motion: A. Barbknecht ; Second: T. Meade).

The Board reviewed the notification letter about the upcoming increase for those non-residents who have paid a fee in FY22. The new rate will be used when their current cards expire. Those letters will be sent in the next week or so.

4.) Trustee Re-appointments

Approved Motion: The board voted unanimously to approve submitting the names of Trygve Meade, Rhonda Vogel, and Andrea Barbknecht to Mayor McDowell for re-appointment to 3-year terms each. (Motion: J. Emmons ; Second: K. Vollmar).

5.) Special Donations

Trygve Meade mentioned his on-going discussions with Dave Downey and John Winsor about donating money to the Library. Both men mentioned donating a combined total of \$200,000. Trygve Meade said they were agreeable to spending about \$50,000 toward our landscaping upgrades and the remainder being placed in a trust managed by the trust department of MidAmerica National Bank. The Board felt it might be advantageous to consider distributions on a quarterly or yearly basis with the option to forgo a distribution if the Board felt it more beneficial to re-invest the monies back into the trust.

Trygve felt the men also wanted some type of public recognition of their gift with the possibility of another statue or plaque in the newly remodeled landscaping. The men did also want some type of gift to recognize children who set their own reading goals and completed them. More definite details will be worked out in the coming months. The men were hoping for a late summer or early fall dedication event. Mr. Meade will continue discussion with Dave Downey and John Winsor going forward.

6.) Landscaping Review

In anticipation of receiving the donation for landscaping, the Board discussed their previous quote to update the west, east, and southeast corner areas of the library's landscaping.

Approved Motion: The board voted unanimously to accept the quote of \$18,900 from Jerime Gendron to complete all three areas at this time. (Motion: J. Emmons ; Second: T. Meade).

The Board felt the work could be started this spring so much would be completed before the recognition items for the Downey/Winsor gift would be installed. The Board authorized Kim Bunner to work with Jerime Gendron and consult with Master Gardeners Terry Meade and Kathy Phillips for possible plant suggestions. The Board suggested having temporary signs noting funding for this project was made possible by a generous donation.

7.) New Director Search

The Board has received a few applications and will discuss selection of interview candidates after the application closure date of May 16, 2022.

Adjournment: The meeting was adjourned at 5:06 p.m. (Motion: J. Emmons; Second: K. Freiley).

Attest: _____
Secretary

Date: _____