

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for May 18, 2022—4:01 p.m.—Meeting #2**

**A.) Call to Order**

**Present:** Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Kevin Meade, Trygve Meade, Rhonda Vogel

**Absent:** Andrea Barbknecht, Keely Vollmar

The Board chose to follow the agenda for “Meeting #2” first.

**B.) Public Comments**

There were no public comments.

**C.) Agenda Items**

**1.) Appointment of Library Officers for FY23**

**Approved Motion:** The board voted unanimously to retain the current slate of officers as listed below for FY23. (Motion: C. Leighton; Second: R. Vogel)

President:	Trygve Meade
Vice-President:	Cathy Ludlum
Secretary:	Keely Vollmar
Treasurer:	Jana Emmons

**2.) Freedom of Information Act Policy FY23**

**Approved Motion:** The board voted unanimously to accept the FY23 Freedom of Information Act Policy. (Motion: J. Emmons; Second: K. Freiley)

**Adjournment:** The meeting was adjourned at 4:05 p.m. (Motion: T. Meade; Second: K. Meade).

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

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

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for May 18, 2022—4:05 p.m.—Meeting #1**

**A.) Call to Order**

**Present:** Jana Emmons, Kim Freiley, Chris Leighton, Cathy Ludlum, Kevin Meade, Trygve Meade, Rhonda Vogel

**Absent:** Andrea Barbknecht, Keely Vollmar

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

**Approved Motion:** Hearing no objections or corrections, the April 20, 2022 minutes were approved by unanimous vote. (Motion: K. Meade; Second: J. Emmons).

**Approved Motion:** Hearing no objections or corrections, the April 27, 2022 Special Meeting minutes were approved by unanimous vote. (Motion: C. Ludlum; Second: T. Meade).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Buzz Bissinger Program**

Kim Bunner mentioned a possible fall author program with Buzz Bissinger, author of Friday Night Lights and the upcoming Mosquito Bowl, which is a story including former St. David resident, Tony Butkovich. More information will be forthcoming, but this should prove to be a popular program.

**Resignation of Dan Rock**

Kim Bunner received a letter of immediate resignation from maintenance man, Dan Rock, on Saturday, May 14, 2022. The job ad has been posted on the library website, the library Facebook page, and the Chamber of Commerce job site.

**Complaint on Meet Me At the Fence Facebook Group**

Kim Bunner shared with the Board a complaint posted online from an adult residing outside the City of Canton. The person wanted to get a free library card for the child, who was not yet 3 years old. The Cards for Kids Act applies to children within Canton Union School District ages 3 through grade 12. While the Parlin-Ingersoll Public Library gives cards to children at age 3, many other libraries do not issue cards until children are older. Kewanee, Illinois Prairie (Metamora), and Fondulac (East Peoria) issue cards at age 5. Washington issues cards at age 4. Both Alpha Park (Bartonville) and Pekin issue cards to children under age 14 when accompanied by a parent. Peoria Public will issue cards at birth to City residents.

### **New Hires: Grace Owens and Marin Hilton**

Grace Owens started work as a part-time page this week. Grace will work the circulation desk and shelves. Marin Hilton will begin work in the next few weeks as a shelving page.

### **Library Landscape Project**

Kim Bunner contacted Jerime Gendron about the landscaping project. He has us on his schedule for late August or early September, weather permitting.

### **Open Meetings Act Certificates**

Kim Bunner reminded trustees to give completed training certificates to her for the library files.

### **Updated Contact list for the Disaster Response Plan**

While staff received an updated list, some information is no longer current. Kim Bunner will make corrections and update the list again when a new maintenance staff member is hired.

### **Director's Activities in April 2022**

Director activities in April: City of Canton Insurance Meeting, Staff Fire Safety Training, Rotary Board Meeting; Rotary Regular Meetings

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

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

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

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

There were no changes at this time.

#### **3.) Final Approval of Library Trustee Appointments**

**Approved Motion:** The board voted unanimously to accept the mayoral re-appointments of Trygve Meade, Rhonda Vogel, and Andrea Barbknecht to 3-year terms each. (Motion: K. Meade ; Second: J. Emmons; Roll call vote: Ayes: J. Emmons, K. Freiley, C. Leighton, C. Ludlum, K. Meade: Abstain: T. Meade, R. Vogel)

**4.) Library Annual Report and Annual Treasurer’s Report**

**Approved Motion:** The board voted unanimously to approve the Parlin-Ingersoll Public Library Annual Report for FY22: May 1, 2021—April 30, 2022 and the Annual Treasurer’s Report. (Motion: T. Meade; Second: R. Vogel).

**5.) Illinois Public Library Annual Report (IPLAR)**

**Approved Motion:** The board voted unanimously to accept the FY22 Illinois Public Library Annual Report. (Motion: K. Meade; Second: J. Emmons).

**6.) New Director Search**

The Board has received 5 applications and has selected 4 people for initial interviews. The Board asked Kim Bunner to contact the 4 candidates for interviews either in-person or via Zoom on Wednesday, June 15, 2022, at 2:00 p.m., 2:30 p.m., 3:00 p.m., and 3:30 p.m. prior to the regular 4:00 meeting.

**Adjournment:** The meeting was adjourned at 5:20 p.m. (Motion: T. Meade; Second: K. Meade).

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

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