

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for July 20, 2022—4:00 p.m.**

**A.) Call to Order**

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

**Absent:** Keely Vollmar

**Staff Present:** Kim Bunner, Jessica Sparenberg

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

**Approved Motion:** Hearing no objections or corrections, the June 15, 2022 minutes for the Special Meeting were approved by unanimous vote. (Motion: K. Freiley; Second: R. Vogel).

**Approved Motion:** Hearing no objections or corrections, the June 15, 2022 minutes for the regular meeting were approved by unanimous vote. (Motion: J. Emmons; Second: A. Barbknecht).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Mary Wilson**

Kim Bunner sent a sympathy card on behalf of the Board and staff to the family of former Director, W. Randall Wilson, upon the passing of his mother, Mary.

**\$300 Book-A-Million Gift Card**

Kim Bunner received a gift card for \$300 for Books-A-Million from MidCentury Communications.

**Auditor Visit**

Kim Bunner reported auditor, Andy Saltzman from Ginoli and Company, will be on-site tomorrow for FY22 audit work.

**Second Tax Settlement Sheet Received**

The library has received its second distribution of tax monies from Tax Year 2021. The amount is \$108,420.48.

## **Per Capita Grant FY22 Award Letter**

The library received an award letter for the FY22 Per Capita Grant. The amount to be received is \$19,531.95, which is a bit lower due to the drop in the population of the City of Canton.

## **Updated Circulation Policy and Non-resident letter**

Kim Bunner shared the revised Circulation Policy as well as the information letter for patrons outlining the waiver of fees for non-resident children living in unserved areas.

## **RAILS City Library Directors Group**

Kim Bunner shared an information sheet of questions from city library directors and answers provided by Julie Tappendorf of Ancel Glink.

## **Collection Policy Guidelines**

Kim Bunner passed out copies of the Collection Policy and Guidelines, which will be reviewed at the August 23, 2022 meeting.

## **Open Meetings Act Certificates**

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

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

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

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

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

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

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

Kim Bunner reviewed the current infection rates for Fulton County. The CDC has recommended masking in public places, but the governor has not required masking. Four staff were off work during the past few weeks having tested positive for COVID-19.

#### **3.) Charles D. Ingersoll Trust**

Kim Bunner presented two spreadsheets projecting the Ingersoll Trust income if the trust average dropped to \$27,000,000 or \$25,000,000 in the next years. The possible total income could be as low as about \$650,000 per year. However, the current amount of income budgeted from the Ingersoll Trust is \$564,000 so a considerable amount of that income is still being targeted for the reserves.

#### **4.) Transfer of Monies at Mid America National Bank**

The Board discussed options for transferring money from the checking account into the library's reserve account. In addition, they discussed moving monies within the reserve account from the money market fund into other investments paying a higher rate.

**Approved Motion:** The board voted unanimously to transfer \$150,000 from the library checking account into the reserve account and to transfer \$100,000 from the money market account into other funds paying a higher rate per the recommendation of our trust officer, Sue Freiley. (Motion: J. Emmons; Second: T. Meade).

#### **5.) Memo of Employment for Jessica Sparenberg**

The Board reviewed a memo of employment for Jessica Sparenberg. The memo outlines details of a discussion with Trygve Meade, Kevin Meade, Kim Bunner, and Jessica Sparenberg on June 20<sup>th</sup>

**Approved Motion:** The board voted unanimously to approve the conditions stated in the memo. (Motion: C. Leighton; Second: K. Freiley).

#### **6.) Staffing Updates**

The new page hires, Rylee Murphy and Emily Foster, are doing well. An offer of employment pending receipt of the background check for the maintenance position has been offered to Dan Dallefeld. Applications are being taken for the Circulation Manager position with hopes to begin interviewing the first week in August. Letters of resignation were received from Tiffany Kaufmann effective July 30<sup>th</sup> and Elliyah Atchley effective July 29<sup>th</sup>. The job ad for the Youth Services Librarian is targeted to be published by the second week in August.

#### **7.) Building Repair Updates**

Kim Bunner reviewed several building repair issues. First, a quote was received from Quick Electric to replace an electrical panel in the basement. Doug Bentzinger of Graham and Hyde recommended a panelboard of QOB breakers with 30 spaces and 6 spares for \$2,652 standard hours or \$2,981 overtime hours.

**Approved Motion:** The board voted unanimously to approve up to \$3,000 for this work. (Motion: A. Barbknecht; Second: C. Ludlum).

Kevin Meade also suggested clarifying the bid to include all circuits are labelled whether in use or not with Kim Bunner authorized to approve any minor extra costs to do so.

Second, the Board discussed the stonewashing of the exterior library limestone. Doug Bentzinger is getting quotes from Otto Baum and Western Waterproofing for all areas and a possible sealant.

**Approved Motion:** The board voted unanimously to authorize Kim Bunner to spend up to \$2,500 for the limestone work on the panel areas only. (Motion: J. Emmons; Second: R. Vogel).

Third, the board discussed several options related to the repair of the 1987 Trane air conditioning unit as well as the recommendation from Graham and Hyde to seek quotes in the fall for replacing both Trane air conditioning units in the spring of 2023. Merit Mechanical quoted an estimate of removing the

refrigerant, locating the leak, repairing the leak, and recharge the unit with the recovered R-22 and additional R-22 to be \$3,072. The same using the MO-99 refrigerant would be \$2,550.

**Approved Motion:** The board voted unanimously to authorize Kim Bunner to spend up to \$4,000 for the possible repair and replacement of refrigerant by Merit Mechanical (Motion: C. Leighton; Second: K. Freiley).

In addition, the Board authorized Kim Bunner to seek quotes through Graham and Hyde in the fall for the replacement of both Trane units in spring of 2023.

#### **8.) Review of Closed Session Minutes**

The only closed session minutes are from the Director interviews on June 15, 2022. Due to a technical error, the session did not record. Trygve Meade will record a memorialization of the meeting for the library's records. This verbal recording must be kept for 18 months before it can be approved for disposal. The written minutes were approved at the beginning of this meeting.

#### **9.) Landscaping Update and Donation**

Trygve Meade presented an update regarding the Dave Downey/John Windsor donation. A total of \$200,000 will be given with \$50,000 to be applied to landscaping and \$150,000 to establish a trust for the library. Finalization should happen next month with a get-together later in the fall.

#### **10.) Serving Our Public 4.0 Review**

The Board reviewed Chapters 1-4 and discussed the library's progress.

#### **11.) Reminder of the Charles D. Ingersoll Trust Meeting July 27<sup>th</sup>**

Kim Bunner reminded the Board of the meeting of the beneficiaries of the Charles D. Ingersoll Trust on Wednesday at 1:30 in the MidAmerica National Bank Board Room.

#### **12. Reminder of the Regular Board Meeting on August 23, 2022**

Kim Bunner reminded the Board the August meeting will be held on Tuesday, August 23, 2022, at 4 p.m.

**Adjournment:** The meeting was adjourned at 5:10 p.m. (Motion: K. Freiley; Second: T. Meade).

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

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