

Parlin-Ingersoll Public Library Board of Trustees
Minutes for August 23, 2022—4:05 p.m.

A.) Call to Order

Present: Andrea Barbknecht, Jana Emmons, Chris Leighton, Cathy Ludlum, Rhonda Vogel, Keely Vollmar

Absent: Kim Freiley, Kevin Meade, Trygve Meade

Staff Present: Kim Bunner, Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the July 20, 2022 minutes for the regular meeting were approved by unanimous vote. (Motion: J. Emmons; Second: R. Vogel).

Approved Motion: Hearing no objections or corrections, the July 27, 2022 minutes for the Special Meeting were approved by unanimous vote. (Motion: C. Leighton; Second: C. Ludlum).

C.) Public Comments

There were no public comments.

D.) Communications

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.

Third Tax Settlement Sheet Received

The library has received its third tax settlement sheet of tax monies from Tax Year 2021. The amount is \$5,052.49.

Elson Trust Distribution

The library received a check for \$1,371.46 from the James J. Elson Trust.

Open Meetings Act Certificates

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

Director's Activities in July 2022

Director activities in July: Visit from Monica Harris of RAILS on July 21st, Ingersoll Trust Quarterly Meeting on July 27th, Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for July 2022

Approved Motion: The board voted unanimously to approve the consent agenda for July 2022 (Motion: R. Vogel; Second: K. Vollmar).

2.) COVID-19 Updates

There was nothing new to report.

3.) Staffing Updates

We received a letter of resignation from part-time staffer, Aubrey Brooks, effective August 5, 2022. Most of her hours are currently being assigned to other part-time staff.

After interviewing 4 candidates, Ben Smith was promoted to Circulation Manager effective August 16, 2022. He plans to keep the major portions of his Technology Manager roles. Kim Bunner and Jessica Sparenberg have restructured his previous position to incorporate pieces from other positions. Michelle Lockwood has been hired as the Adult Services Coordinator as of September 1st.

Four candidates for the Youth Services Librarian are scheduled for interviews this week.

Dan Dallefeld is no longer employed as our Maintenance worker. An offer of employment has been extended to Holden Kellogg pending receipt of his background check.

Over the past 8-9 months we have lost 5/6 part-time staff and through resignations or internal promotion will have replaced 4/6 full-time staff by year end. Everyone will have steep learning curves as they move forward in their positions, but we feel this is an opportunity for building a new team.

4.) Building Repair Updates

We are still awaiting the following:

- the installation of the new electrical panel in the basement
- the upcoming quotes for replacement of the two Trane units in the Spring of 2023

The leak in the refrigerant area of the 1987 Trane has been repaired and replaced with MO-99 refrigerant. The unit is still not working, however, but a contactor part has been ordered.

5.) Landscaping and Library Donation

There was nothing new to report.

6.) Stone Washing Quotes

The Board reviewed current budgeted capital expenses and the quotes for stone washing from Otto Baum and Western Specialty:

	<u>Otto Baum</u>	<u>Western Specialty</u>
Limestone panels on west side:	1,795	3,720
Remainder of west side:	5,755	8,410
Southeast corner area by old entrance:	1,265	3,710
North and Northeast walls:	5,095	6,950
East side:	4,825	4,730
South side:	2,750	3,280
 Total:	 21,485	 30,800

The RFP listed the work to be completed between August and October. Each section includes the cleaning as well as applying a coating.

Approved Motion: The board voted unanimously to approve all sections of cleaning for \$21,485 from Otto Baum. (Motion: J. Emmons; Second: A. Barbknecht).

7.) Landscaping Update

The Board agreed to continue retaining Jerime Gendron Landscaping for the original quote of \$18,900 for work to be done in the Spring of 2023. Kim Bunner will ask about the timeline for the work itself and the billing. The Board was agreeable to the billing creating an overage in capital expenditures for FY23 or for it to carry over into FY24.

8.) Collection Management Policy and Guidelines

Approved Motion: The board voted unanimously to approve the recommended changes in the Collection Management Policy and Guidelines. (Motion: C. Leighton; Second: R. Vogel).

9.) Reference Policy

Approved Motion: The board voted unanimously to approve the recommended changes in the Reference and Reader's Advisory Policy. (Motion: K. Vollmar; Second: R. Vogel).

10.) Serving Our Public 4.0 Review

The Board reviewed Chapters 5-9 and discussed the library's progress.

11.) Annual Walk-Through of the Library

After the meeting adjourns, Kim Bunner and Jessica Sparenberg will complete the annual walk-through of the library with the trustees. Any comments will be discussed at the September meeting.

Adjournment: The meeting was adjourned at 4:50 p.m.

Attest: _____
Secretary

Date: _____