

Parlin-Ingersoll Public Library Board of Trustees
Minutes for October 25, 2022—4:03 p.m.

A.) Call to Order

Present: Andrea Barbknecht, Jana Emmons, Chris Leighton, Kevin Meade, Trygve Meade, Rhonda Vogel, Keely Vollmar

Absent: Kim Freiley, Cathy Ludlum

Staff Present: Kim Bunner, Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the September 21, 2022 minutes for the regular meeting were approved by unanimous vote. (Motion: R. Vogel; Second: A. Barbknecht).

C.) Public Comments

There were no public comments.

D.) Communications

Tax Settlement Checks

Kim Bunner reported the 5th tax settlement check (\$79,658.50) was deposited into the library account in October.

Circ Pump Replacement

Kim Bunner reported the Circ Pump replacement approved via email has been completed at a cost of \$3,461.33.

Replacement Water Heater for Staff Restroom and Kitchen

Kim Bunner reported that the Water Heater for the staff restroom and kitchen had been replaced at a cost of \$1,627.11.

Charles D. Ingersoll Trust Meeting

The Charles D. Ingersoll Trust will be meeting on Wednesday, October 26th, 2022 at 1:30 p.m. at the MidAmerica National Bank.

Director's Activities in September 2022

Director activities in August: Rural Libraries Director Group, Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for September 2022

Approved Motion: The board voted unanimously to approve the consent agenda for September 2022 (Motion: J. Emmons; Second: C. Leighton).

2.) COVID-19 Updates

There was nothing new to report.

3.) MidAmerica National Bank Signature Cards

Signatures were obtained adding Jessica Sparenberg as Library Director.

4.) MidAmerica National Bank Transfer of Funds from Checking to Reserves

During the auditing process our auditor questioned the large balance in the checking account. While this increase can be attributed to the receipt of tax monies over the past few months, Kim Bunner spoke with Sue Freiley, our trust officer. A letter was presented requesting transfer of \$150,000 from the checking account to the money market account, which is currently paying 3%.

Approved Motion: The board voted unanimously to approve the transfer of \$150,000 from the checking account to the money market account. (Motion: K. Meade; Second: R. Vogel).

5.) Per Capita Grant Application for FY23

Approved Motion: The board voted unanimously to approve the Per Capita Grant Application for FY23 and the Per Capita Grant Expenditure Report for FY21 for submission to the Illinois State Library. (Motion: C. Leighton; Second: J. Emmons).

6.) Audit

Approved Motion: The board voted unanimously to approve the Audit as corrected for FY22. (Motion: R. Vogel; Second: A. Barbknecht).

Copies of the final audit will be sent to the Mayor, Fulton County Clerk, and Fulton County Treasurer. In addition, notification of its availability will be placed in the newspaper. An electronic copy will be placed on the website, and a print copy will be available at the circulation desk.

7.) Display Policy Waiver Acknowledgement:

There has been a directional sign for First Christian Church for a very long time on library property. Pastor Steve Mason met with Trygve Meade, Kim Bunner, and Jessica Sparenberg to discuss the upkeep of the sign. The church acknowledges maintaining the sign in its current size and place.

Approved Motion: The board voted to add a clause to our existing policy to acknowledge the presence of a directional sign from First Christian Church in its' current size and format. (Motion: K. Meade; Second: J. Emmons). Roll call vote; Ayes: Andrea Barbknecht, Jana Emmons, Chris Leighton, Kevin Meade, Rhonda Vogel, Keely Vollmar. Abstain: T. Meade.

8.) **Board By-Laws**

The only update is under Article 2, section 4, Vacancy. Per Public Act 102-0977 all vacancies must be filled within 90 days after a vacancy has been declared. The Board would then submit a recommendation to the mayor for approval and appointment to fill the vacancy.

Approved Motion: The board voted unanimously to approve the updated By-Laws as presented. (Motion: C. Leighton; Second: K. Vollmar).

9.) **Professional Development Policy**

Approved Motion: The board voted unanimously to approve the Professional Development Policy as presented. (Motion: A. Barbknecht; Second: R. Vogel).

10.) **Indemnification and Insurance Policy**

Approved Motion: The board voted unanimously to approve the Indemnification and Insurance Policy as presented. (Motion: T. Meade; Second: J. Emmons).

11.) **Internet Use Policy**

Approved Motion: The board voted unanimously to approve the updates to the Internet Use Policy. (Motion: K. Vollmar; Second: K. Meade).

12.) **Library Donation Updates**

The Board decided to table consideration of the October 24th email from John Winsor due to Public Notice Requirements under the Open Meetings Act.

Adjournment: The meeting was adjourned at 4:52 p.m.

Attest: _____
Secretary

Date: _____