

Parlin-Ingersoll Public Library Board of Trustees
Minutes for April 19, 2023—4:02 p.m.

A.) Call to Order

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

Absent: Kevin Meade, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the March 15, 2023 minutes were approved by unanimous vote. (Motion: J. Emmons; Second: C. Ludlum).

C.) Public Comments

There were no public comments.

D.) Communications

New Paging Staff

Jessica Sparenberg shared that library had hired two new pages, Samantha Owens, and Catherine Calvert, to replace Rylee Murphy when she concludes her employment at the end of Summer Reading to continue on to University.

Maintenance Update

Jessica Sparenberg shared that Graham & Hyde Architects, Inc. had concluded the bidding process for the FY24 Capital project which includes replacement of the 1958 Air Handling Unit in the basement and Air Conditioning unit located on the north side of the building, as well as widening the access door to the basement. Jessica reported that the lowest bid had been furnished by PIPCO Companies, located in Peoria, IL. The amount of the bid was \$309,000, which was over twice what had been estimated by Graham & Hyde Architects, Inc. when discussions began about the project in 2022. An additional bid was provided by Mechanical Services, Inc., in the amount of \$418,000. An additional bid was solicited, which included replacing the pneumatic air temperature control units with digital thermostats. The amount received from PIPCO Companies for the secondary bid was \$83,000, the bid received from Mechanical Services, Inc. was \$90,000. Board members expressed concern that only two bids were received, when Graham & Hyde stated they had solicited bids from 24 area providers. Board members wanted to know what the drastic increase from the initial estimate may be attributed to, and asked Jessica to reach out to Graham & Hyde for a more detailed explanation of costs. It was suggested that it may be best to seek bids again, to obtain more quotes for a more informed decision.

Statements of Economic Interest

Jessica Sparenberg reminded trustees that Statements of Economic Interest were due on May 1, 2023. Any board members who have not already filled out their statements and given them to the director or mailed them to the Fulton County Clerk's office would need to do so before this date.

Open Meetings Act Certification

Jessica Sparenberg reminded trustees that copies of their certificates of completion of the Open Meetings Act training must be returned to the library.

Director's Activities in March 2023

Director activities in March: City of Canton Health Insurance Committee meeting, Rural Director's Group, Rotary Meetings, RAILS City Director's Meeting

E.) Director's Report

1.) Consent Agenda for March 2023

Approved Motion: The board voted unanimously to approve the consent agenda for March 2023 (Motion: R. Vogel; Second: C. Ludlum).

2.) COVID-19 Updates

Jessica Sparenberg shared that Ken Etcheson had passed away, and shared information related to his services should members wish to attend. Flowers were sent on behalf of library staff and board.

3.) Library of Things

Jessica Sparenberg shared that a board member had expressed interest in the possibility of added a "Library of Things" to the collection. The addition of a "Library of Things" has been gaining popularity with other libraries across the state. The collection includes items which may be checked out, as with books, DVD's, etc, but are related to categories such as kitchenware, gardening implements, WiFi Hotspots, toys and STEM kits, and crafting supplies, to name a few. Jessica said that she has been speaking with other area library Director's to discover which parts of the collection travelled the best, and alternative sources of funding, such as grants. The Board expressed a desire for her to continue to research the idea, and explore the possibility of perhaps distributing a survey to patrons to seek interest.

4.) Photography and Video Policy

It is the practice of the Board to review all policies every three years for possible revisions. The Photography and Video Policy was reviewed, and no changes were suggested.

Approved Motion: The board voted unanimously to approve the Photography and Video Policy. (Motion: C. Ludlum; Second: J. Emmons).

5.) 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:

$\$122,776,940$ (Canton 2022 estimated rate setting EAV) x $.002289$ (Library estimated tax rate) = $281,036.42$

$281,036.42 \div 13,242$ (2020 Canton population) = $\$21.22$ per person

$\$21.22$ per person x 2.24 (2015-2019 census estimate for household size in Canton) = $\$47.53$

The Board can round this figure up to \$50.00 per household. The Cards for Kids Act allows the library to not charge a non-resident fee to children aged birth through grade 12 living outside the city limits in unserved areas. In addition, disabled veterans with a 70% disability are not to be charged a non-resident fee either.

Approved Motion: The board voted unanimously to approve the non-resident fee at \$50 per household. (Motion: T. Meade; Second: A. Barbknecht)

6.) Resurfacing of Locust Street Sign

Upon Board request, Jessica Sparenberg examined the Chestnut Street sign for indications of wear-and-tear, of which there were minimal rust stains around the bolts on the bottom of the sign facing West. She reviewed options with the Board to include:

Refacing the Locust Street sign as it currently exists, using either black or white vinyl, as these have the longest life at 8-10 years. The removal of the old vinyl, sanding, priming and repainting the structure would be \$625.

The alternative option would be to resurface the sign using ¼" raised aluminum lettering similar to that of the Chestnut Street sign (which has a depth closer to one inch), and would be an additional \$3,200, to make the total cost \$3,825.

Approved Motion: The board voted unanimously to approve the initial quote of \$625, using black background with white vinyl lettering, from Snowman Studios. (Motion: T. Meade; Second: C. Ludlum)

7.) Trustee Re-appointments

Jessica Sparenberg reminded the Board that the terms of Cathy Ludlum, Jana Emmons, and Kevin Meade will be up in early May. The Board voted unanimously to send these recommendations to the City at the March 15, 2023 meeting. Jessica said that she would be sending the letter the day after the meeting.

Approved Motion: The board voted unanimously to send these recommendations to the City. (Motion: T. Meade; Second: K. Vollmar)

Approved Motion: The Board voted unanimously to go into closed session per 5 ILCS 120/2c3 to discuss Trustee reappointments for next year and personnel performance after an initial motion made by Chris Leighton at 4:48 p.m. (Motion: C. Leighton; Second: T. Meade)

Approved Motion: The Board voted unanimously to conclude the closed session at 5:04 p.m. (Motion: J. Emmons; Second: R. Vogel)

Adjournment: The meeting was adjourned at 5:05 p.m.

Attest: _____
Secretary

Date: _____