

# **Parlin-Ingersoll Public Library Board of Trustees**

## **Minutes for March 20, 2013 Meeting**

### **A.) Call to Order:**

**Present:** Michelle Quinones, Pat Carter, Charlotte Van Sickle, Keely Vollmar, Brad O'Brien, Kim Freiley and Chris Duvendack.

**Absent:** Ralph Froehling and Jim Elson.

### **B.) Approval of Previous Month's Minutes:**

**Approved Motion:** The February minutes were approved unanimously by the Board of Trustees (Motion: Mrs. Van Sickle; Second: Mr. O'Brien).

### **C.) Communications**

- The board voted unanimously to extend a ban on a former patron and his partner, who was caught on camera stealing a woman's purse from a book cart and keeping the diamond ring therein. The patron was charged with and convicted of the crime. This ban extension is good for a period of five-years, effective March 20, 2013. The ban will be reflected in the patron's library records (Motion: Mr. O'Brien; Second: Mrs. Van Sickle).
- The Director distributed the annual "Statement of Economic Concerns." For the first time, Fulton County is now requiring the Secretary of each governmental agency to collect all board and staff statements and submit them in one batch to the county clerk's office. Please return these statements to the Director by mid-April.

### **D. Director's Report**

#### **1.) Consent Agenda**

**Approved Motion:** The board voted unanimously to approve the consent agenda for this month, as presented in the monthly board packets or distributed before the meeting (Motion: Mrs. Quinones; Second: Mrs. Freiley).

Regarding the March budget, Mr. Wilson reminded the board that gains and/or losses on bonds held in the MidAmerica National Bank trust account are reflected in one of our expense budget lines. While our interest/dividend income from the MidAmerica trust is recorded as \$18,987 as of March 31, 2013, we have also incurred \$11,350 in losses on investments. This method of reflecting gains/losses in the general ledger (via an adjusting entry in the expense line) was recommended by our auditors. The board should be aware that we are not actually "netting" as much money from the MidAmerica trust, as it might appear if the board just reviewed the income statement in isolation.

## 2.) Illinois State Library Grant Application

The Illinois State Library is once again offering simple, streamlined grants to public libraries, in which the money is used strictly for the purchase of materials. Each grant applicant may request no more \$5,000. This is the second time the state library has offered these small grants. The grants were very popular with public libraries, since it enabled many small and mid-sized public libraries to access state grant monies, without developing a major project that was time- and resource-consuming to administer and support.

Last time, we received \$5,000 for the purchase of computer and business oriented books, DVDs and audios. This year we are requesting materials for our senior population, which will increase the number of purchasing options available to us. Kim Bunner, Technology Director, conceived and wrote the grant and Mr. Wilson complimented her on this well-conceived and well-written grant application.

Mrs. Quinones said this seemed like an excellent concept, but wondered where the state was getting their money for such grants.

## 3.) Social Media Policy

**Approved Motion:** The board reviewed a Social Media Policy, prepared by Kim Bunner. It was approved by the Board by unanimous vote (Motion: Mr. O'Brien; Second: Mrs. Freiley).

## 4.) Comparative Statistics

- **Acquisitions:** Mr. Wilson shared comparative information regarding the allocation of our materials budget, using data from the recent Library Journal survey. The original article and spreadsheet summary were included in the board packet. The percentage of our materials budget allocated to major item types (e.g. print, DVD, music, audio book and database) seems to mirror the average library. The only major difference is that we allocate 14% of our materials budget for the purchase of audio books and their downloadable equivalents, compared to the survey average of 8%. However, audio books generate only 7 percent of our circulation.

Conversely, we allocate only 10% of our budget towards the purchase of DVDs and their downloadable equivalent versus an average of 13%. DVD circulation makes up 28% of our circulation. He suggested that when the library begins a Blu-Ray collection that the library consider shifting resources from other materials categories rather than further diluting resources available for purchase of standard DVDs, until such time as the Blu-Ray format becomes the standard. Considering our socioeconomic demographics, we shouldn't dilute our DVD budget to add a format that a majority of our population may not yet be able to access.

- **Circulation:** The Director shared a breakdown of comparative information regarding our declining circulation. While our circulation has declined by 12% since FY08 and will decline an additional 5 percent or so this year, our total circulation is still 16% higher than 55 Illinois public libraries with budgets between \$500,000 and \$1.02 million. In addition, our non-prison population is 28% below the average of this group, so our

circulation per capita of 13.3 is actually 61% higher than the comparison group's circulation per capita of 8.2.

Mr. Wilson also noted that our population, age 18 and under, declined by 8 percent from the 2000 census to the 2010 census. The 18 and under population in all Peoria, Tazewell and Woodford county school districts combined, increased by 11% during this same decade. Youth use of the library is a big factor driving overall library usage and attendance.

### 5.) Director Search

Mrs. Duvendack discussed two telephone interviews she conducted with potential applicants, on behalf of the full board. She said both individuals appeared to be viable candidates. She shared her impressions of their strengths and she shared her concerns.

The board next discussed its full field of candidates. The board received twelve (12) applications that met the advertised minimum qualifications of MLS/MLIS degree and 5 years professional library experience. Of these 12 applicants, the board interviewed two individuals from the Central Illinois area and invited another individual for an interview. The latter applicant later withdrew her name from consideration, since she was unwilling to relocate to the Canton area. After some discussion on the pros and cons, the board decided not to seek further full board interviews with the two candidates screened by Mrs. Duvendack. In addition, the board was unanimous in their decision not to consider the interviewing any of the seven other applicants who met our basic qualifications.

**Approved Motion:** After further discussion, the Board voted unanimously to offer the position of Library Director to Kim Bunner, pursuant to her acceptance of the terms of her employment, as subsequently decided by the board (Motion: Mrs. Quinones; Second: Mrs. Van Sickle).

Mr. Wilson then announced the resignation of Shirley Marshall, Youth Services Librarian, which is effective May 31, 2013. He said he held off on the announcement of this resignation until the board decided what direction it was going regarding the hiring of a director, since he didn't want this information to affect their decision one way or the other.

Mr. Wilson presented some options he has considered regarding filling this position. Mr. Wilson said if his first option doesn't pan out, he will involve Mrs. Bunner in the job search. If we end up going through a full recruitment process, he said Mrs. Bunner should make the final decision, since it is unlikely we will be able to find anybody to start before June 1. Mrs. Duvendack said if both he and Kim are involved, we will most likely end up with the same conclusion anyway. She said Mr. Wilson is in charge until May 31 and the board wants and respects his input.

Mrs. Duvendack also said with the appointment of Kim Bunner to Director, we will now be replacing both of our two professional positions. She said this is a great opportunity to reexamine our staffing needs. She suggested we establish a committee of board members and staff to examine reorganization needs. The committee will consist of the Mrs. Bunner, Brad O'Brien and Michelle Quinones, along with Mr. Wilson serving in an advisory capacity. Mrs. Freiley and Mrs. Vollmar also agreed to serve as resource persons.

Mrs. Duvendack also recommended we engage an outside presenter to conduct an in-service training on organizational change, since the current Director has been in place for over 30 years. She said this training would help ease the transition, since organizational change is inevitable.

The board next discussed whether or not to have a contract for Mrs. Bunner. The board decided not to inform Mrs. Bunner of her potential appointment, until the board has a chance to determine what salary to offer her and whether or not to issue a contract.

Mr. Carter asked Mr. Wilson to email Mr. Elson and Mr. Froehling about the appointment and to email all board members copies of a contract should the board choose to offer Mrs. Bunner a contract. Otherwise, Mrs. Bunner will serve “at the pleasure of the board” on an annual basis. After some discussion, the board agreed that an appropriate salary range for Mrs. Bunner would be between \$62,000 and \$64,000.

The board decided to hold a special meeting to discuss the salary, benefits and contract issues next Wednesday, March 27 at 4 p.m. Mr. Carter asked everybody not to communicate this decision until a salary offer can be finalized and Mrs. Bunner accepts the position. If she doesn't accept the position, the board will need to re-open and expand their job search. So we need to wait until the offer is presented and accepted before communicating this decision to Mrs. Bunner, our employees and the public.

***NEXT MEETING: The Board of Trustees will hold a special meeting next Wednesday, April 17 at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

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

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