

Parlin-Ingersoll Public Library Board of Trustees

Minutes for June 19, 2013 Meeting

A.) Call to Order:

Present: Chris Duvendack, Jim Elson, Kim Freiley, Ralph Froehling, Brad O'Brien, Michelle Quinones, Charlotte Van Sickle, and Keely Vollmar.

Absent: Pat Carter

B.) Approval of Previous Month's Minutes:

Approved Motion: Hearing no objections or corrections, the May minutes were approved as submitted. (Motion: Mrs. Van Sickle; Second: Mrs. Quinones)

Approved Motion: The May minutes from the Executive Session to examine Personnel Recognition were approved as submitted. (Motion: Mr. O'Brien; Second: Mrs. Van Sickle)

C.) Public Comments

There were no public comments

D. Communications

Emily Henderson's acceptance of the part-time circulation clerk position

Mrs. Bunner reported that Emily Henderson, a current library page and summer reading assistant page, accepted the part-time circulation clerk position that encompasses the desk hours that will result upon the retirement of Dawn Ward on August 31, 2013. Miss Henderson will begin her new position on July 15th.

Facebook Comment

Mrs. Bunner reported our first complaint via Facebook. The complaint itself did not appear on the library page itself, but through an e-mail post from Facebook. A woman complained that her teenage son was denied a library card since she owed the library money. She did owe the library over \$167.00 for unreturned materials from 1997. It is policy to block family members of those who owe large fines to prevent them from using the cards of other family members to circumvent their responsibilities. Since the comment did not actually post to the library page, no comments have been made in response at this time.

E.) 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: Mr. Elson; Second: Mr. O'Brien).

2.) Prevailing Wage Resolution

Approved Motion: The board voted unanimously to approve the Prevailing Wage Resolution (Motion: Mr. Froehling; Second: Mr. Elson).

3.) Amending Board of Trustee By-Laws

Approved Motion: The board voted unanimously to approve the recommended clarifications to the By-Laws. (Motion: Mrs. Van Sickle; Second: Mrs. Freiley)

4.) Signature Cards for Mid-America National Bank

New signature cards were obtained for the checking account to reflect the changes in officers and personnel and also to correct the bank's record of the library's complete name of Parlin-Ingersoll Public Library.

Approved Motion: The board voted unanimously to approve the updated signature cards. (Motion: Mrs. Van Sickle; Second: Mrs. Vollmar)

5.) Library Annual Report

Mrs. Bunner reviewed the annual report and outlook for FY14. A copy will be provided to the Mayor.

Approved Motion: The Board voted unanimously to approve annual report. (Motion: Mr. O'Brien; Second: Mrs. Quinones).

6.) IPLAR (Illinois Public Library Annual Report)

Approved Motion: The Board voted unanimously to approve the IPLAR report for submission to the Illinois State Library. (Motion: Mr. O'Brien; Second: Mrs. Freiley).

7.) FY14 Per Capita Grant Requirements and July Planning Session

Mrs. Bunner reported on the requirements for the FY14 Per Capita Grant. These include a marketing checklist, narratives on collaboration/community cooperation and social media usage, and an environmental scan conducted by the Board of Trustees. Mrs. Bunner will provide documentation in the July Board packets. The environmental scan will involve the Board examining the library's strengths, weaknesses, opportunities, and threats (SWOT analysis) and selecting an area or two to emphasize in the future.

8.) Backup FOIA (Freedom of Information Act) Officer

Approved Motion: The Board voted unanimously to approve Brenda Hadsell as a backup FOIA officer to Kim Bunner. (Motion: Mr. Elson; Second: Mr. O'Brien)

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, July 17, 2013, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____