

Parlin-Ingersoll Public Library Board of Trustees

Minutes for March 18, 2015 Meeting

A.) Call to Order:

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

Absent: Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the February 18, 2015 minutes were approved as submitted. (Motion: Mr. Carter; Second: Mr. O'Brien)

C.) Public Comments

There were no public comments.

D. Communications

Memorials for Patricia Grose

Mrs. Bunner reported that the library had received two online donations of \$100 each in memory of former patron, Patricia Grose. Two additional checks had also been received. We will be purchasing mystery and thriller titles in her memory.

Windsor Carpet Extractor

The library received the Windsor Carpet Extractor. Mrs. Hadsell, Mrs. Sorrill, Mr. Hart, and Mrs. Bunner all viewed the demonstration by Chris Rodeghiero of AmSan.

Weeding Project

Mrs. Bunner reported the reference, westerns, and science fiction areas are all being weeded. It is hoped to weed the reference collection of outdated and little used materials to eventually remove a shelving unit or two to allow for more seating. Circulation of westerns has declined over several years, and many titles will be weeded. However, classic western titles including such authors as Zane Grey and Louis L'Amour will be marked with a western sticker and interfiled into the fiction collection. Science fiction will be weeded to allow room for newer titles. Both of those sections will be moved forward to allow the free space to be utilized for young adult titles.

Statements of Economic Interest

Statements of Economic Interest were passed out to Board members. They can be returned to Mrs. Bunner at the April board meeting. She will mail the group together by the May 1st deadline.

AWE Early Literacy Station

The AWE Early Literacy Station has been installed. It has over 70 programs for ages 2-8 years old. The library has had a very positive response.

E-Rate Update

Mrs. Bunner reported the e-Rate Form 471 for funding year 2015 has been filed. The AT&T contract for voice service saved \$20 per line per month. The Comcast contract was increased to 50 Mbps due to the savings on the AT&T line. After the filing of the Form 471, Mrs. Bunner found out from the Illinois Century Network that the internet access they had been providing to the library free-of-charge will now cost \$76 per month since the state of Illinois can no longer cover the costs. This charge is tied to the existing contract for the T-1 line and cannot be cancelled. However, the library will be able to apply for e-Rate reimbursement for it in funding year 2016. While Mrs. Bunner does budget as if the library will not receive any reimbursements, if funding is approved, the library should receive over \$5600 in e-Rate reimbursements.

Director's Activities in February

Mrs. Bunner attended the following activities in February: Meetings related to the Ingersoll Trust; Director's Lunch; Chamber of Commerce lunch meetings on John C. Maxwell's Being a Person of Influence; Chamber of Commerce Coffee; Speaker at the Canton Park District "Taking Control of Your Health" series; Rotary luncheon meetings.

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 packet. (Motion: Mr. Carter; Second: Mr. O'Brien).

2.) Update on Auditing Firms

Mrs. Bunner contacted Phillips, Salmi, and Associates of Washington, Illinois, Wolf, Tesar in Pekin, and Eric Jones in Bartonville for quotes for the April 15, 2015 board meeting. Phillips, Salmi, and Associates and Wolf, Tesar will submit quotes. Eric Jones did not respond. Dave Zigo of RZ and Associates stopped by the library and said he would also submit a quote. Mrs. Bunner will contact a few additional firms for quotes by the April meeting.

3.) Board Member Terms Expiring in 2015

Mr. O'Brien, Mrs. Freiley, and Mrs. Vollmar all expressed interest in retaining their seats on the library board.

Approved Motion: The board voted to submit the names of incumbent trustees, Brad O'Brien, Kim Freiley, and Keely Vollmar to Mayor Fritz for reappointment. (Motion: Mr. Froehling; Second: Mrs. Quinones). Ayes: Carter, Duvendack, Freiley, Froehling, O'Brien, Quinones, Van Sickle; Abstain: Elson.

4.) Retirement of John Hart

Mrs. Bunner reported that John Hart, Maintenance employee, will be retiring at the end of March. Mr. Hart, who has worked 20 hours per week at the library for over 13 ½ years, has been a valued employee.

Approved Motion: The board voted unanimously to award Mr. Hart a bonus of \$250 in recognition of his work at the library. (Motion: Mr. O'Brien; Second: Mrs. Van Sickle).

5.) FY16 Budget

After receiving further information, Mrs. Bunner mentioned several areas of the budget draft she would like to update including health insurance, audit costs, bank fees, telecommunications, and adding a few extra hours in the maintenance salary for occasional extra work cleaning carpet.

Discussion arose concerning some staff becoming notary publics. Since there was money left in the professional development line of the budget, Mrs. Bunner proceeded with the process by selecting three staff members, who offered to become notaries. The bonds were secured from John Denny, and the applications have been sent to the Secretary of State's office. Mr. Elson questioned the need for three notaries since the city of Canton has several notary publics. Mrs. Bunner said staff have had several requests from the public, and the library is open evenings and weekends when the city or local banks are closed. Since the process has already begun, it was decided to review the number again when the renewals occur in four years.

After some discussion, it was decided to have Mrs. Duvendack and the Finance Committee (Mr. Carter, Mr. Elson, Mr. Froehling, and Mrs. Bunner) meet after the April board meeting to finalize the budget for approval at the May meeting.

6.) J. P. Morgan / Charles D. Ingersoll Trust Update

The beneficiaries of the Charles D. Ingersoll Trust met at Graham Hospital on Thursday, February 19, 2015. After a presentation by the J.P. Morgan staff and several questions, Bob Senneff, on behalf of the Charles D. Ingersoll Trust, and William Buckley, on behalf of the W.P. Ingersoll Trust, gave the J.P. Morgan representatives letters requesting their resignations. The Charles beneficiaries received a response from Cindy Bozik on March 12, 2015. J.P. Morgan will consider their request upon the group identifying a "successor corporate trustee who [they] believe is capable of prudently managing a trust of this nature." In addition, they request a release for their past service as trustee. Bob Senneff, Eric Franz, Roy Webb, Ralph Froehling, and Kim Bunner met on March 17, 2015 to discuss how they would like to proceed. Mr. Froehling and Mrs. Bunner shared the discussion with the Board. The group would like to start with hiring an attorney to help manage the process. Another meeting will be held on Friday, March 27, 2015.

Approved Motion: The board voted unanimously to authorize Mrs. Bunner to approve up to \$8,000 for the library's prorated share of anticipated lawyer fees (Motion: Mr. Froehling; Second: Mr. Carter).

Adjournment: The meeting was adjourned at 5:10 p.m. (Motion: Mr. Froehling; Second: Mrs. Van Sickle).

NEXT MEETING: The Board of Trustees will hold their next meeting Wednesday, April 15, 2015, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____