

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

## **Minutes for October 17, 2016 Meeting**

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

**Present:** Pat Carter, Chris Duvendack, Kim Freiley, Ralph Froehling, Trig Meade, Brad O'Brien, Michelle Quinones, Charlotte Van Sickle, Keely Vollmar

**Absent:** None

### **B.) Approval of Previous Minutes:**

**Approved Motion:** Hearing no objections or corrections, the September 21, 2016 minutes were approved. (Motion: Mr. O'Brien; Second: Mrs. Van Sickle).

### **C.) Public Comments**

There were no public comments.

### **D. Communications**

#### **Facilities Update**

Mrs. Bunner reported there were 3 more suspensions due to insect infestations in the past week. The library also experienced a roof leak where the 2004 and 1988 additions join. Doug Bentzinger, Phillips and Associates, came out and determined the area was still under warranty. Western Specialty has done a preliminary patch and will return to do a permanent patch when the weather permits. The police were called on October 7, 2016 when a patron with mental health issues became very agitated. They escorted him out of the building.

#### **Quarterly Meeting of the Charles D. Ingersoll Trust**

The quarterly meeting of the Charles D. Ingersoll Trust beneficiaries will be held on Wednesday, October 26, 2016, at 2:00 p.m. at the MidAmerica National Bank board room.

#### **RAILS Membership Standards Draft**

RAILS has been working on new membership standards. There are three levels: core, accomplished, and exemplary. The library meets the core level in all areas.

#### **Soon To Be Famous Illinois Author**

Mrs. Bunner nominated local author, Brooks Carver, for the Soon To Be Famous Illinois Author program. The program is now in its fourth year. The winner is selected in the spring.

## **Director's Activities in September**

Director activities in September: City Council Meeting, Directors' Lunch, Rotary Board Meeting, Rotary Luncheon Meetings.

### **E.) Director's Report**

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

**Approved Motion:** The board voted unanimously to approve the consent agenda for September as presented in the monthly board packet. (Motion: Mr. Meade; Second: Mr. Carter).

#### **2.) Closed Session**

**Approved Motion:** The board voted unanimously to go into closed session to discuss a personnel matter and possible litigation per 5 ILCS 120/2 (c1, c11). (Motion: Mr. Meade; Second: Mrs. Quinones).

**Approved Motion:** The board voted unanimously to return to open session. (Motion: Mr. O'Brien; Second: Mrs. Vollmar).

#### **3.) Harassment Policy Update Addendum to Personnel Policy**

Mrs. Bunner presented an update to the harassment section of the personnel policy. Attorney Phil Lenzini recommended the use of a template from the Illinois Administrative Ready Reference. Mrs. Bunner incorporated wording from the current document regarding various types of harassment. In addition, Mr. Meade recommended using Director in place of Head Librarian.

**Approved Motion:** The board voted unanimously to approve the recommended update. (Motion: Mr. Meade; Second: Mrs. Quinones).

**Approved Motion:** The board voted unanimously to give Mrs. Bunner permission to extend any suspensions incrementally up to one year if suspensions are violated. (Motion: Mr. Froehling; Second: Mr. O'Brien).

#### **4.) Investment of Public Funds Policy/MNB Security Agreement**

Mr. Rick Imhoff, Senior Trust Officer, MidAmerica National Bank, e-mailed Mrs. Bunner a sample corporate resolution designating which individuals are authorized to conduct certain bank transactions. While Mr. Imhoff drafted the resolution with Kim Bunner listed, the Board felt that the Board President and Treasurer should also be included in the document. Mr. Meade had also crafted a resolution and will incorporate all three names in his draft and return it to Mr. Imhoff.

Mr. Imhoff stated the bank was expecting to receive software to develop investment policies in the next few weeks, and he would follow up with a drafted investment policy at that time. The Board felt they would like to make some additional changes to the Security Management Agreement as well and would revisit all three documents at a later date.

**5.) Board of Trustees By-Laws**

**Approved Motion:** The board voted unanimously to approve the revised By-Laws. (Motion: Mr. Carter; Second: Mr. Meade).

**6.) Indemnification and Insurance Policy**

**Approved Motion:** The board voted unanimously to approve the Indemnification and Insurance Policy. (Motion: Mr. O'Brien; Second: Mrs. Quinones).

**7.) Cancellation of the Dec. 21, 2016 meeting**

**Approved Motion:** The board voted unanimously to cancel the Dec. 21, 2016 board meeting. (Motion: Mrs. Van Sickle; Second: Mrs. Freiley).

**8.) Elson Project**

There was no further information to report.

**Adjournment:** The meeting was adjourned at 5:00 p.m. (Motion: Mr. Froehling; Second: Mrs. Freiley).

***NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, November 16, 2016, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

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

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