

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

## **Minutes for June 21, 2017**

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

**Present:** Jana Emmons, Cathy Ludlum, Trygve Meade, Brad O'Brien, Michelle Quinones, Keely Vollmar

**Absent:** Pat Carter, Chris Duvendack, Kim Freiley

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

**Approved Motion:** Hearing no objections or corrections, the May 17, 2017—1<sup>st</sup> Meeting minutes were approved. (Motion: Mrs. Quinones; Second: Mrs. Vollmar).

**Approved Motion:** Hearing no objections or corrections, the May 17, 2017—2<sup>nd</sup> Meeting minutes were approved. (Motion: Mr. Meade; Second: Mrs. Quinones).

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

There were no public comments.

### **D.) Communications**

#### **Resignation of Vicki Beckner**

Mrs. Bunner reported Vicki Beckner resigned effective June 16, 2017. Trisha Fisher and Lauren Stremmel were hired to fill Vicki's position and the full-day Saturday circulation position. Both will start training in a few weeks.

#### **Country Financial Update**

The final billing for commercial property and worker's compensation was received and paid. The property costs increased 7.6% from last year. Additional insurance was purchased to cover the outdoor sculptures and benches for the Elson Memorial and mine subsidence at an extra cost of \$213.

Country Financial did pay the library an extra \$405.89 to cover labor costs at prevailing wage on the hail damage to the shed. The library will owe \$1000 in deductible.

#### **Elson Memorial Update**

Mrs. Bunner picked up the casting plaque and hardware from Academy of Awards in Peoria. Mrs. Elson reimbursed the library for the total cost of \$960.76.

#### **Masonry Cleaning**

Otto Baum did the masonry cleaning on the west side limestone. However, there was an unidentified coating underneath the 1958 and 1988 addition sections. Architect Bill Phillips recommended it be removed. Mrs. Bunner authorized the additional charges of up to \$800-\$1000 per day to remove and smooth over the limestone. The work has been completed.

## **Updated Disaster Response Policy Contact Pages**

Mrs. Bunner distributed updated contact pages for the Disaster Response Policy.

### **eRate Award**

The library has been awarded \$2184.19 in eRate funding reimbursements for funding year 2017, which covers July 1, 2017-June 30, 2018.

## **FY18 Per Capita Grant Requirements**

Mrs. Bunner distributed packets describing upcoming Per Capita Grant Requirements. The Board will discuss sections at the next several board meetings. The Trustees Fact File chapters 1-3 will be covered at the July meeting.

### **Director's Activities in May**

Director activities in May: City Council Meeting, New Trustee Orientation, Chamber of Commerce Breakfast Meeting, Rotary Board Meeting, Rotary Luncheons

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

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

**Approved Motion:** The board voted unanimously to approve the consent agenda for May. (Motion: Mr. Carter; Second: Mrs. Quinones).

### **2.) Prevailing Wage Ordinance**

Mrs. Bunner presented the prevailing wage information prepared by attorney Phil Lenzini.

**Approved Motion:** The board voted unanimously to approve the prevailing wage ordinance as prepared. (Motion: Mrs. Ludlum; Second: Mrs. Vollmar).

### **3.) Revision of the Personnel Policy for Part-Time Earned Time**

The earned time for part-time workers has been based on a 600 hours/year IMRF eligibility. Since our IMRF eligibility now starts at 1000 hours/year, it is recommended to begin earned time for part-time workers working 20 hours per week instead of 12 as of June 21, 2017. An existing employee working 13 hours per week will be grandfathered in to still receive earned time.

In addition, the amount of unpaid time that can be taken by a part-time employee has been shortened and clarified to distinguish between those with and without earned time. While the Director is solely responsible for determining appropriate levels of attendance, the following paragraph will be added:

As a general rule, part-time employees regularly scheduled for 20 or more hours per week (who get earned time also) should not miss more than 5 unpaid work shifts. As a general rule, part-time employees regularly schedule for less than 20 hours per week (who do not get earned time) should not

miss more than 10 unpaid work shifts. As a general rule, no employee should miss more than 4 unpaid weekend shifts.

**Approved Motion:** The board voted unanimously to approve the above changes. (Motion: Mr. Meade; Second: Ms. Emmons).

**4.) Freedom of Information Act Policy and Organizational Chart**

Mrs. Bunner presented an update to the Freedom of Information Act Policy and Organizational Chart.

**Approved Motion:** The board voted unanimously to approve the documents as presented. (Motion: Mrs. Quinones; Second: Mrs. Vollmar).

**5.) Library Annual Report**

Mrs. Bunner presented the FY17 Annual Report for discussion.

**Approved Motion:** The board voted unanimously to approve the report and send a copy to Mayor McDowell. (Motion: Mr. Meade; Second: Mrs. Ludlum).

**6.) Illinois Public Library Annual Report (IPLAR)**

Mrs. Bunner presented a draft of the IPLAR report for FY17.

**Approved Motion:** The board voted unanimously to approve the FY17 IPLAR for submission to the Illinois State Library. (Motion: Mrs. Quinones; Second: Mr. Meade).

**7.) Open Meetings Act Training**

Mrs. Bunner attended a Rural Directors meeting last month. While it was initially presented several years ago that trustees need only take the training once, attorney Phil Lenzini noted trustees should take the Open Meetings Act training during each term. Trustees will give a copy of their certificate of completion to Mrs. Bunner for the library's files.

**8.) Review of Closed Session Minutes**

The Board reviewed the minutes from the closed session of October 17, 2016.

**Approved Motion:** The board voted unanimously to continue to keep these minutes closed at this time. (Motion: Ms. Emmons; Second: Mrs. Vollmar).

**Adjournment:** The meeting was adjourned at 4:55 p.m. (Motion: Mrs. Quinones; Second: Mr. Meade).

***NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, July 19, 2017, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.***

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

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