

Parlin-Ingersoll Public Library Board of Trustees
Minutes for February 20, 2019

A.) Call to Order:

Present: Jana Emmons, Kim Freiley, Laura Kessel, Cathy Ludlum, Trygve Meade, Michelle Quinones, Brad O'Brien,

Absent: Pat Carter, Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the January 16, 2019 minutes were approved. (Motion: Mr. Meade; Second: Mrs. Freiley).

Approved Motion: The January 23, 2019 minutes were approved as corrected. (Motion: Mrs. Ludlum; Second: Ms. Emmons).

C.) Public Comments

There were no public comments.

D.) Communications

Staff Resignation

Mrs. Bunner received a letter of resignation yesterday effective immediately for Esther Jackson.

Roof Leaks

There were four areas of the library roof with leaks. Mrs. Bunner contact Phillips and Associates. Both Western Specialty and Oldeen came to repair leaks from the 2004, 2015, and 2018 roofing jobs. All were still under warranty. The warranty of the 2004 section expires in July 2019.

Lighting Project Update

Kelly Utsinger repaired a burned out ballast in the small board room. Bill Phillips checked lumen output and recommended de-lamping several areas. Maintenance man Dan Rock removed the center bulbs in over 70 fixtures and tightened the closures.

Trustee Candidates

Pat Carter will not be renewing his term on the Board this May. The Board discussed several possible candidates. Several board members recommended a top choice, whom Mr. O'Brien will contact before the March meeting.

Director's Activities in January

Director activities in January: Rotary Board Meeting, Rotary Luncheons

E.) Director's Report

1.) Consent Agenda

Approved Motion: The board voted unanimously to approve the consent agenda for January 2019 (Motion: Mr. Meade; Second: Mrs. Kessel).

2.) Security Camera System Upgrade

Mrs. Bunner presented a quote from Jamie Cantrell and JJ Koehler of FSS Inc. for \$5,913 to upgrade the camera server, hard drives, and video management software of the current system. Ms. Cantrell feels the proposed system should last for 5 years. She also recommended budgeting \$2000 each year for possible camera replacements.

Approved Motion: The board voted unanimously to accept the quote from FSS Inc. for \$5,913 (Motion: Mrs. Quinones; Second: Mrs. Freiley).

3.) Polaris Upgrade in August 2019

The Polaris upgrade planned in August 2019 will be a major capital expense. It will involve a Polaris software migration, new servers and installation by Sikich, and replacement Dell PCs. Mrs. Bunner has received preliminary costs of \$2600 for the Polaris software, \$42,456 for Sikich work, and approximately \$13,200 for 8 PCs. Mrs. Bunner will update these quotes in late May, but will budget \$65,000 for this capital expense in FY20 to cover any contingencies.

At the recommendation of John Goulden, our network consultant, Mrs. Bunner applied for acceptance into the Tech Soup program. The library application was approved, and the library could qualify for discounts on the software.

Other future capital expenses could include sidewalk repairs and parking lot repairs.

4.) State Minimum Wage Increases

The board discussed the effects of the minimum wage increases, which will begin in FY20. The board discussed not replacing vacant positions. The board asked Mrs. Bunner to include an equalizing percentage increase for existing staff making above the current minimum wage for Board consideration when budget drafts are presented at the March meeting. The board also discussed reducing hours. While recognizing the difficulty in trying to project too far into the future, the board felt given the reduction in income from the Charles D. Ingersoll Trust and necessary salary hikes from the minimum wage, measures should be taken to better align income and normal operating expenses.

Approved Motion: The board voted unanimously to reduce library hours on Monday and Wednesday evenings to close at 6 p.m. and to keep Saturday hours 9 a.m. to 1 p.m. all year round starting June 1, 2019. (Motion: Mrs. Kessel; Second: Mrs. Freiley).

Mrs. Bunner will present a first draft for FY20 at the March 20, 2019 meeting. Mrs. Bunner mentioned areas already reduced for FY20 such as Ancestry.com and the booksite newsletter service.

Mrs. Bunner mentioned the EZ Proxy service, which allows users from home to place interlibrary loan requests directly. The current software costs \$495 annually, is on an aging server, and at times is problematic. The board felt this could be eliminated with patrons placing their interlibrary loans through library staff.

Mr. O'Brien asked for data on the year-end balance for the library reserve account for the past several years. Mrs. Kessel and Mrs. Ludlum suggested considering services the city of Canton might be able to provide on the library's behalf such as sidewalk replacement and trash removal. Mr. Meade suggested meeting with attorney, Phil Lenzini, in late summer to discuss taxation options.

Adjournment: The meeting was adjourned at 5:15 p.m. (Motion: Mrs. Kessel; Second: Mrs. Ludlum).

NEXT MEETING: The Board of Trustees will hold their next regular meeting Wednesday, March 20, 2019, at 4 p.m. at the Parlin-Ingersoll Public Library Board Room.

Attest: _____
Secretary

Date: _____