

Board Meeting Agenda

October 16, 2017

Call to order

Minutes

Correspondence, communications, and public comments

Committee Reports

- Finance – Finance Report, Checks Report
- Book – no report
- House – fire extinguishers

Librarian's Report (combined July/August)

- Statistics report
- Month's review
- Friends – Christmas at the Library (1st Thursday in Dec.) and Debra Miller's Louisa May Alcott performance in April

Old business

New Business

- MyMediaMall agreement
- Schedule: Per capita grant application requirement -- review of chapters 1-5 in Trustee Facts File, 3rd edition, <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Miscellaneous

- Reminder – per capita grant requirement – webinar review next meeting

Next Meeting: November 13, 2017

**Paris Public Library
Board of Trustees
September 11, 2017**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President George Griffin. In attendance were Roxanne Michels, Cherie Lehman, Susan Punzelt, Ginny English, Karen Earlywine, and Librarian Teresa Pennington. Absent were Trustees Evie Gill, and Bruce Young.

Minutes of Previous Meeting: No meeting in August. Motion to approve minutes from July 10, 2017 meeting was made by English, second by Earlywine. Motion carried.

Trustees reviewed thank you notes from Grace Lutheran School, Chuck Hand, and Stone Soup Shakespeare.

Finance Report: Pennington reported that scheduling of extra hours were required for two staff members resulting in an estimated \$4000 increase in personnel salaries for the fiscal year. Motion by Michels, second by Punzelt to approve report, to recognize the July & August 2017 checks and deposits. Motion carried.

Book Committee: No report

House Committee: Pennington reported that the broken window has been repaired & trim painted, elevator passed inspection, someone has been called to fix the chirping smoke detector in the storage room, the outside AC conduit has been repaired. Still waiting on plaster repair by Creasey. Cost should be \$410.

Librarian's Report: July & August were busy months at the library. Still haven't received Per Capita Grant check. Motion to approve Statistical Report by Lehman, second by Punzelt. Motion approved.

Friends: None

Old Business: None

New Business: Requirement for Per Capita Grant due mid-January is that library staff & trustees will complete at least one free online education opportunity focusing on safety in the library. Pennington recommended one webinar. Trustees will complete the webinar by the November board meeting & will discuss at that meeting.

Legislation was passed that raises the minimum dollar amount requiring bid advertisement for library construction, repairs, remodeling, or building improvements from \$20,000 to \$25,000.

Library will be closed on Saturday, September 23, for Honeybee Festival.

Next Meeting: Next meeting is October 16 (3rd Monday because 2nd Monday is Columbus Day holiday.)

Meeting adjourned at 5:08 pm.

Respectfully submitted,
Roxanne Michels

PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Sept 2017	YTD	
Income				
40-01-00-3110 Real Estate Tax	118,500.00	-	57,716.47	
40-01-00-3420 Replacemnt Tax	11,500.00	-	3,599.80	
40-01-00-3120 RE Tax-Dtown TIF	200.00	-	-	
40-01-00-3470 Grants	7,000.00	-	-	
40-01-00-3811 Interest on Cash	200.00	-	38.52	
40-01-00-3812 Investment Interest	3,500.00	-	503.40	
40-01-00-3820 Dividends Snap On	2,840.00	710.00	1,420.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	-	
40-01-00-3830 Gifts and Donations	4,000.00	10.00	1,388.00	
40-01-00-3890 Misc Income	<u>15,000.00</u>	<u>711.26</u>	<u>5,151.97</u>	
	162,740.00	1,431.26	69,818.16	
Expenditures				
				Balance
Building				
40-01-00-5110 Repair & Maintenance	24,000.00	-	17,749.37	6,250.63
40-01-00-5120 Equipment Maintenance	1,500.00	-	360.00	1,140.00
40-01-00-5170 Grounds Maintenance	1,800.00	-	595.00	1,205.00
40-01-00-5710 Utilities	8,500.00	620.05	3,327.43	5,172.57
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	-	-	2,000.00
40-01-00-6540 Janitor Supplies	600.00	-	117.12	482.88
Library Services				
40-01-00-5370 Internet	2,600.00	154.00	850.29	1,749.71
40-01-00-5510 Postage	600.00	64.81	207.89	392.11
40-01-00-5520 Telephone	1,920.00	163.22	813.51	1,106.49
40-01-00-6590 Processing & Supplies	2,000.00	-	990.35	1,009.65
40-01-00-6840 Automation & Software	4,800.00	50.40	4,709.71	90.29
40-01-00-8300 Office Equipment	1,200.00	64.80	359.97	840.03
40-01-00-8330 Computer Equipment	500.00	69.95	249.41	250.59
40-01-00-9110 Programs & Publicity	1,900.00	331.30	1,650.30	249.70
40-01-00-9290 Misc.	950.00	78.35	322.96	627.04
Materials				
40-01-00-6710 Books & Periodicals	12,500.00	-	3,833.81	8,666.19
40-01-00-6810 Audiobooks	1,500.00	-	359.89	1,140.11
40-01-00-6820 Video	1,500.00	89.87	450.10	1,049.90
40-01-00-6830 Electronic Resources	3,800.00	1,503.13	1,951.79	1,848.21
Personnel				
40-01-00-4210 Salaries	93,000.00	10,372.93	37,664.87	55,335.13
40-01-00-4275 Bonuses	628.00	-	-	628.00
40-01-00-4510 Health Insurance	18,500.00	1,406.28	7,314.56	11,185.44
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	-
40-01-00-4520 Life Insurance	345.00	30.40	152.00	193.00
40-01-00-4530 Unemployment	400.00	-	-	400.00
40-01-00-4540 Workers Comp	600.00	-	97.32	502.68
40-01-00-5620 Travel & Training	100.00	-	-	100.00
Contingency				
	<u>1,000.00</u>			<u>1,000.00</u>
TOTALS	188,743.00	14,999.49	84,127.65	104,615.35

PARIS CARNEGIE PUBLIC LIBRARY

Invoices for payment

Oct. 16, 2017

40-01-00-6710 Books & Periodicals

Baker & Taylor	2033185565	37.77
PO Box 277930	2033154965	405.83
Atlanta GA 30384-7930	2033134755	4.81

Total books 448.41

40-01-00-5110 Building & Maintenance

Tri-C Plastering, Inc	17102	410.00
2799 W. National Ave.		
West Terre Haute IN 47885		

Payment authorized by:

PARISPL
Checks & Deposits

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Sep 17					
Deposit	09/01/2017		Income	Gift Fund	10.00
Deposit	09/07/2017		Income	Daily Business	197.58
Check	09/11/2017	2118	Technology Management Revolvi...	Daily Business	-154.00
Check	09/11/2017	2119	Wal-mart	Daily Business	-20.58
Check	09/11/2017	2120	Ameren Illinois	Daily Business	-12.05
Check	09/11/2017	2121	Unique Management Services	Daily Business	-17.90
Check	09/11/2017	2122	Gale/Cengage Learning	Daily Business	-150.09
Check	09/11/2017	2123	Interactive Sciences	Daily Business	-331.30
Check	09/13/2017	2124	USPS	Daily Business	-64.81
Check	09/14/2017		Income	Daily Business	-209.15
Check	09/14/2017	2125	Illinois Heartland Library System	Daily Business	-1,503.13
Deposit	09/14/2017		Income	Daily Business	209.15
Check	09/20/2017	1272	Scholastic	Gift Fund	-261.95
Check	09/20/2017	2126	Rochester Public Library	Daily Business	-30.00
Deposit	09/21/2017		Income	Daily Business	240.01
Check	09/25/2017	2127	Card Services	Daily Business	-230.26
Check	09/26/2017	2128	Frontier	Daily Business	-163.22
Check	09/26/2017	2129	Watts Copy Systems inc	Daily Business	-64.80
Check	09/26/2017	1039	Tribune Star	Pear / Bishop checking	-257.88
Deposit	09/28/2017		Income	Daily Business	273.67
Check	09/28/2017	1273	Parkway Computers	Gift Fund	-69.95

Sep 17

September 2017 Review

We displayed Sunflower Art created by St. Mary's K-5 students during the last week of September and the first week of October. Twenty-two colorful paintings of sunflowers certainly brightened up the main floor of the library!



Mother Goose on the Loose storytimes for under-3s and their caregivers began again on Tuesday mornings.

Kelly Nicholson and Kristi McGill organized a Junior High Book Club to encourage reading for fun during those crucial years. Four students attended the first meeting and chose books for the following four months' discussions. (Kelly also leads the adult Book Club that meets on the third Thursday each month.)

Alicia Hollis volunteered to teach knitting at the library so a group of future knitters met for 4 weeks beginning September 19. A group for preschool moms began meeting here weekly. Renewed funding for PACE brought popular Low Vision meetings.

The public laptop developed intermittent startup issues in mid-September. I worked on it three times over a two-week period before taking it to Parkway Computers in early October.

And into October:

On Oct 4, we discovered that someone discharged the fire extinguisher in the downstairs hall across from the restrooms. Gary found residue on the floor and tracks toward the north door. It must have occurred between 4:30 (when Ally left) and about 5:15 (when Gary came in). The next day 3 boys entered the library and headed straight for that extinguisher. All but one ran out when Cara confronted them. Later we discovered that the extinguisher case in the north entry hall broken and the pin removed in the extinguisher by the children's room.

ADULT FICTION

Andrews	How the finch stole Christmas	9781250115454	25.99
Beaton	The witches' tree	9781250057464	25.00
Berenson	Wagging through the snow	9781496712981	19.95
Connelly	Two kinds of truth	9780316225908	29.00
Eskens	The deep dark descending	9781633883550	15.95
Gates	The glamorous dead	9781496708120	15.00
Grisham	The Rooster Bar	9780385541176	28.95
Hilderbrand	Winter solistice	9780316435451	26.00
Johansen	Mind game	9781250075857	27.99
Kramer	Christmas at two love land	9781250111043	7.99
Lewis	The proving	9780764219665	15.99
Sandford	Deep freeze	9780399176067	29.00
Steel	Fairytale	9781101884065	28.99
Woods, Sherryl	Lilac lane	9780778331339	26.99
Woods, Stuart	Quick & dirty	9780735217140	28.00

ADULT NONFICTION

Baime	The accidental president	9780544617348	30.00
Clark	Dinner in an instant	9781524762964	22.00
Eyman	Hank and Jim	9781501102172	29.00
Forsberg	Anytime, anywhere art: crayon	9781633222700	16.95
Harford	50 inventions that shaped the modern economy	9780735216136	28.00
Kelly	Endurance	9781524731595	29.95
Schieffer	Overload: finding the truth in today's deluge	9781538107218	24.95

YA

Cashore	Jane, unlimited	9780803741492	18.99
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CHILDREN'S FICTION

Arno	Molly in the middle	9781481480314	7.99
Avi	Unexpected life of Oliver C. Pitts	9781616205645	16.95
Duncan	Locked in time (2 paperbacks)	978031609928	10.99
Guthrie	Princesses wear pants	9781419726033	17.95
Hale, Shannon	The goose girl (#1)	9781681193168	9.99
Kinney	Diary of a wimpy kid: the getaway	9781419725456	13.95
Klise	Secrets of the circus	9781616205669	15.95
Parachini	This is a serious book	9780062470522	17.99
Valentine	I want that nut!	9781101940372	17.99

CHILDREN'S NONFICTION

Ford	How the cookie crumbled	9781481450676	17.99
McDonough	What are the Ten Commandments?	9780515157239	5.99
Medina	What was the Ice Age?	9780399543890	5.99
Nat Geo	History's mysteries: curious clues, cold cases, ...	9781426328718	14.99
O'Connor	Who is Ralph Lauren?	9781524784027	5.99
Pfeffer	Sounds all around	9780062386700	17.99
Pollack	Who was Lewis Carroll?	9780448488677	5.99
Sylvester	Basketballogy	9781554519323	16.95

Estimated net cost = 466.28

OCTOBER 2017

MyMediaMall agreement, as described by Lesley Zavediuk, IHLS consultant

Last year, member libraries determined that an Intergovernmental Agreement was necessary between member libraries in MyMediaMall. This is something that should have been written way back when the consortium was started, but it wasn't, so we're going back in time a little bit.

Once 60 libraries (a majority of MyMediaMall members) sign the IGA and return it, we'll be able to move forward with creating a governance structure for the consortium. This is a big positive because it will allow each individual library in IHLS a greater say in how MyMediaMall operates. Each library in IHLS will have one vote when it comes to big decisions like annual fees, consortia management, new technical features, and collection development. An executive committee will be formed for MyMediaMall that will equally represent both RAILS and IHLS participants. IHLS will continue managing the billing process as long as that is what is most affordable for our members, but we still need each IHLS library within MyMediaMall to sign the agreement and return it.

INTERGOVERNMENTAL LIBRARY AGREEMENT

THIS AGREEMENT dated as of _____, 2017 is by and between the units of local government enumerated in Exhibit A (“each a “Member Library” and in the aggregate “Member Libraries”) (“Agreement”). The Agreement becomes effective on the date on which all the Member Libraries have approved this Agreement and adopted it in the manner required by law.

WHEREAS, Illinois units of local government are authorized, under the provisions of Article VII, Section 10 of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, to enter into intergovernmental agreements to jointly exercise any power or powers, privileges, functions, or authority exercised by a public agency of the State of Illinois unless expressly prohibited by law; and

WHEREAS, the Member Libraries provide library services to their respective communities; and

WHEREAS, the Member Libraries are seeking to memorialize and document their activities with respect to the joint purchase and provision to their respective communities of certain e-content known as My Media Mall on the Overdrive platform; and

WHEREAS, the Member Libraries continue to have an individual and joint interest in leveraging their purchasing power and authority to provide online electronic content to their respective patrons; and

WHEREAS, the Member Libraries wish to memorialize their individual and joint rights and responsibilities in regard to contracting and delivering e-content; and

WHEREAS, the Member Libraries find it to be in each of their respective interests to enter into this Agreement to form a consortium to jointly contract for and deliver electronic content;

NOW, THEREFORE, in consideration for the foregoing recitals, and the mutual covenants and promises contained below, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

SECTION ONE: THE CONSORTIUM

1.1 The Member Libraries hereby establish a consortium of local government library entities to be known as the Electronic Content Consortium (“ECC”). Member Libraries may join as an individual unit or choose to be represented under an umbrella organization. The initial membership of the consortium shall be comprised of the units of local government enumerated in Exhibit A.

1.2 The purpose of the ECC is to achieve economies of scale by jointly negotiating and purchasing electronic content as may be deemed appropriate and authorized by the Member Libraries.

1.3 Each Member Library, regardless of whether the Member Library is an individual member or a member under an umbrella organization, shall appoint a representative to ECC and each individual Member Library shall have one vote on all ECC matters.

1.4 Upon the date of adoption of this Agreement by the 60th Member Library (“Formation Date”), the Member Libraries of ECC shall proceed to elect an Executive Committee consisting of nine (9) individuals from the Member Libraries. An election administrator (“Election Administrator”) shall be chosen by the Member Libraries to conduct the election. Each Member Library shall have 21 days from the Formation Date in which to send to the Election Administrator a nomination for the Executive Committee slate. If the number of nominees for the election of the first Executive Committee exceeds the number of seats on the Executive Committee, there will be an all Member Library election to determine the members of the Executive Committee. The Election Administrator shall manage the election as described hereafter. Said first Executive Committee election will be held within 21 days of the close of the nominations and may be performed by electronic means with each Member Library having one vote. The members of the first Executive Committee will be those candidates receiving the highest number of votes. In the event of a tie, a runoff election will be held within five (5) days of the close of the election. The runoff may be performed by electronic means with each Member Library having one vote.

1.5 The members of the Executive Committee shall appoint a Chair, Vice-Chair, Treasurer, and Secretary. The Chair, Vice-Chair, Treasurer and Secretary shall each serve two-year terms and their successors shall be determined in the same manner of election as the initial Chairperson, Treasurer and Secretary.

- 1.6 The Executive Committee shall have the following duties:
- A. To develop bylaws or other organizational documents that will govern how the business of the ECC will be conducted.
 - B. To identify opportunities and negotiate contracts on behalf of the Member Libraries and present such contracts for acceptance by in person or electronic vote.
 - C. To review the operation of ECC and recommend to the Member Libraries any operational changes to ECC it deems necessary or advisable.
 - D. The Executive Committee shall meet no less frequently than once per calendar quarter.
- 1.7 Each member of the Executive Committee shall have one vote on matters considered by that Committee. Two-thirds of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of that Committee. Any matter approved by a majority vote at a meeting of the Executive Committee shall be presented to the membership for in person or electronic approval.
- 1.8 An annual meeting of the membership shall be held each year on the first Thursday of March. The Chairman of the Executive Committee shall preside over said annual meeting.
- 1.9 Following the election of the initial Executive Committee and the subsequent appointment of the Chair, Vice-Chair, Secretary, and Treasurer, the members of ECC shall enact bylaws governing the operations of ECC and its committee(s) and officers.

SECTION TWO: MEMBER LIBRARY RESPONSIBILITIES

Each Member Library shall:

- 2.1 Pay the ECC or its agent, any other amounts due for online electronic content agreements ECC has entered into with approval by the Member Libraries. In the event any Member Library fails to timely pay its obligations for online electronic content within ten (10) days of the due date, the Executive Committee may suspend that Library Member's membership status. If said Library Member fails to pay the full amount due in accordance with the provisions of the Illinois Local Government Prompt Payment

Act, the Executive Committee may recommend to the membership any action it may deem appropriate, including termination of said Member Library's membership in the ECC.

2.2 Utilize all online electronic content made available to Library Members under the terms of this Agreement only as authorized in the respective online electronic content agreements which have been executed by ECC.

SECTION THREE: LIBRARY MEMBER MEETINGS AND MEMBERSHIP

3.1 The Annual Meeting of the Members shall be held on the first Thursday in March.

Written notice of each meeting of the Library Members, stating the date, time, and place of the meeting shall be delivered not less than ten (10) nor more than sixty (60) days before the date of the meeting. Notice of the meeting may be delivered by mail or electronic means. The Chair shall preside over the annual meeting of Library Members.

SECTION FOUR: INDEMNIFICATION

4.1 Each member of ECC shall indemnify and hold harmless the other members of ECC for its acts and omissions arising out of this Agreement.

SECTION FIVE: TERM OF AGREEMENT

5.1 Library Members may voluntarily terminate membership at anytime after one year of participation in ECC by providing written notice to the Chair of the Executive Committee no less than ninety (90) days prior to the proposed termination date.

5.2 This Agreement may be terminated by an affirmative vote of 2/3 of the Library Members of the ECC.

5.3 Termination of this Agreement shall not eliminate or reduce any obligation for Library Members to pay amounts due under ECC contracts signed during the terminating Library Member's membership in ECC.

SECTION SIX: RESIDUAL RELATIONSHIPS

6.1 Non-members will be allowed to continue to participate in the My Media Mall platform through the end of any contract signed before the date of this Agreement (the "Non-Member Libraries"). The

Non-Member Libraries will be liable for any payments under existing contracts but do not have voting or management rights with respect to the ECC.

SECTION SEVEN: BINDING EFFECT

7.1 This Agreement shall be binding upon and inure to the benefit of the successors and assignees of the parties as if they too were parties to this Agreement.

7.2 No party shall have the right, however, to assign this Agreement without the prior written consent of the Chair of the Executive Committee following approval by a 2/3 majority of ECC members.

SECTION EIGHT: SEVERABILITY OF PROVISIONS

8.1 The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severed and this Agreement shall remain in full force and effect with that provision severed or modified by court order.

8.2 The failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute, or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.

8.3 The Waiver by either party of a breach of any term, covenant or condition herein shall not be deemed a waiver of such term, covenant or condition on any subsequent breach of the same or any other term, covenant or condition herein.

SECTION NINE: NOTICES

9.1 All notices required hereunder (other than notice of the Annual Meeting) shall be in writing and shall be served personally or by registered or certified mail, return receipt requested, upon the other at the party's principal administrative offices.

SECTION TEN: GOVERNING LAW

10.1 This Agreement shall be governed, interpreted and construed according to the laws of the State of Illinois.

SECTION ELEVEN: EXECUTION OF COUNTERPARTS

11.1 This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

SECTION TWELVE: AMENDMENT

12.1 Except as is specified herein, this Agreement contains the entire agreement of the parties and shall supersede any prior written or oral agreements or understandings. This Agreement may only be altered, modified or amended upon the written consent and agreement of the parties hereto duly adopted by the affirmative vote of 2/3 of the members.

12.2 This Section shall not be interpreted to preclude or limit, however, the amended or modifications of regulations, procedures or policies established by the parties hereto.

By:

President

Attest:

Secretary