

Parlin-Ingersoll Public Library Board of Trustees

Minutes for July 17, 2024—4:00 p.m.

A.) Call to Order

Present: Kevin Meade, Cathy Ludlum, Jana Emmons, Nate Jackson, Sue Freiley, Carol Davis, Andrea Barbknecht

Absent: Rhonda Vogel, Kim Freiley

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the June 19, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: S. Freiley; Second: C. Davis).

C.) Public Comments

Jessica Sparenberg shared that she had received a positive comment regarding the library's Native Plants presentation which took place during June. The program was well-received, and the patron enjoyed themselves. She shared an additional comment received in the comments box expressing that a patron enjoyed the library's friendly atmosphere, and cautioning that they had observed poison ivy in the English ivy, located underneath the large tree to the left of the primary entrance. Ms. Sparenberg also shared that she had received a complaint from a patron whose daughter had read material the parent found questionable. Ms. Sparenberg told board members the complaint had taken place when she was not present, and that staff had handled the complaint according to policy.

D.) Communications

2nd Tax Settlement Received

Jessica Sparenberg shared that the library had received their second tax settlement for FY25 in the amount of \$125,355.99.

FY25 Elson Circle Project Update

Jessica Sparenberg shared that S & S Fencing was in the process of receiving their background checks, and that all parts for the project had been ordered and received. She stated that S & S Fencing would likely begin construction toward the end of July/beginning of August.

FY24 Audit Update

Jessica Sparenberg shared that all required documentation had been furnished to Ginoli & Company, Ltd., in preparation for a site visit for the FY24 Audit, slated to take place during the fourth week of July. She said that upon completion of the site visit, the library would be furnished with copies of the audit for approval, once all documentation had been processed accordingly.

Weblinx Website Revision Update

Jessica Sparenberg shared screenshots of the mockups completed by Weblinx of the new layout for the library website.

ILA Conference in ILA in Peoria

Jessica Sparenberg shared that the annual Illinois Library Association conference had been scheduled to take place in Peoria this year. She said that she had budgeted for two Board trustees to attend, and to please let her know by the fourth week of July if they would like to attend, so that she could get them registered in a timely fashion.

Director's Activities for June 2024

Director activities in June: Rotary Meetings, Rural Director's Meeting, Park District Story Times, RAILS City Director's meeting.

E.) Director's Report

1.) Consent Agenda for June 2024

Approved Motion: The board voted unanimously to approve the consent agenda for June 2024 (Motion: J. Emmons; Second: N. Jackson).

2.) Drug & Alcohol-Free Library Policy

It is the practice of the Board to review all policies every three years for possible revisions. The Drug & Alcohol-Free Library Policy was reviewed and no changes were suggested.

Approved Motion: The Board voted unanimously to approve the Drug & Alcohol-Free Library Policy. (Motion: A. Barbknecht; Second: N. Jackson)

3.) Code of Ethics of the American Library Association

It is the practice of the Board to review all policies every three years for possible revisions. The Code of Ethics of the American Library Association Policy was reviewed and there was one addition to the Policy, enacted by the American Library Association in June of 2021, which was added to the current policy.

Approved Motion: The Board voted unanimously to approve the Code of Ethics of the American Library Association. (Motion: C. Ludlum; Second: S. Freiley)

4.) Ethics Statement for Public Library Trustees

It is the practice of the Board to review all policies every three years for possible revisions. The Ethics Statement for Public Library Trustees was reviewed, and no changes were suggested.

Approved Motion: The Board voted unanimously to approve the Patrons with Disabilities Act Policy. (Motion: A. Barbknecht; Second: C. Davis)

5.) Program Room Policy

A final draft of the new Program Policy and Application for use was presented to the Board for approval. No further changes were suggested.

Approved Motion: The board voted unanimously to approve the new Program Room Policy. (Motion: J. Emmons; Second: S. Freiley; Recused: C. Ludlum).

6.) Serving Our Public 4.0 Review Chapters 1-4

The Board reviewed Chapters 1-4 of *Serving Our Public 4.0 Standards for Illinois Public Libraries* and discussed the library's progress.

7.) Charles D. Ingersoll Trust

Jessica Sparenberg presented two spreadsheets projecting the Ingersoll Trust income if the trust average rose to \$28,703,113 (the 2020 disbursement) or dropped to \$25,000,000 in the next years. The possible total income could be as low as about \$640,000 per year. However, the current amount of income budgeted from the Ingersoll Trust is \$589,334 so a considerable amount of that income is still being targeted for the reserves for future capital projects.

Adjournment: The meeting was adjourned at 4:48 p.m.
(Motion: N. Jackson; Second: C. Davis)

Attest: _____
Secretary

Date: _____