

Parlin-Ingersoll Public Library Board of Trustees
Minutes for September 21, 2022—4:03 p.m.

A.) Call to Order

Present: Andrea Barbknecht, Kim Freiley, Cathy Ludlum, Trygve Meade, Rhonda Vogel

Absent: Chris Leighton, Jana Emmons, Kevin Meade, Keely Vollmar

Staff Present: Kim Bunner, Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the August 23, 2022 minutes for the regular meeting were approved by unanimous vote. (Motion: A. Barbknecht; Second: R. Vogel).

C.) Public Comments

There were no public comments.

D.) Communications

Tax Settlement Checks

Kim Bunner reported the 3rd and 4th tax settlement checks (\$5,052.49 and \$17,274.43 respectively) were deposited into the library account in September.

New Hires

Elizabeth Martindale is the new Youth Services Librarian, and Holden Kellogg is the new Maintenance Staffer.

Friendship Festival Parade

Library staff members Jessica Sparenberg, Ben Smith, Elizabeth Martindale, Michelle Lockwood, Grace Owens and Kim Bunner participated in the parade distribution of over 300 free books and candy to children.

Gendron Landscaping

Kim Bunner contacted Jerime Gendron about the landscaping project. The library project is on his schedule for late March/early April 2023 weather permitting. The initial quote of \$18,900 still stands with 50% payable upfront and 50% upon completion. Discussion will follow later about appropriate plants available at the time of installation.

RAILS City Library Group

Kim Bunner passed out an informational memorandum related to city libraries from Julie Tappendorf at the request of the RAILS library system.

Director's Activities in August 2022

Director activities in August: Rotary Board Meeting; Rotary Regular Meetings

E.) Director's Report

1.) Consent Agenda for August 2022

Approved Motion: The board voted unanimously to approve the consent agenda for August 2022 (Motion: C. Ludlum; Second: A. Barbknecht).

2.) COVID-19 Updates

There was nothing new to report.

3.) Audit

Auditor Andy Saltzman of Ginoli and Company is still completing our FY22 audit. Kim Bunner will distribute any initial drafts as soon as they are available.

4.) Per Capita Grant Application

The application form is now available online. Kim Bunner and Jessica Sparenberg will present the final application for approval at the October board meeting.

5.) Landscaping and Library Donation

Trygve Meade reported Dave Downey and John Winsor plan to donate monies to the library. The presentation is tentatively scheduled for 5:30 p.m. after the October 25th board meeting. Trygve Meade will share details in the coming weeks with Kim Bunner and Jessica Sparenberg, who will organize the refreshments.

6.) New Director Transition

In the coming months several accounts will need to be changed over to Jessica Sparenberg as part of the transition to a new director.

Approved Motion: The board voted unanimously to approve the renewal of the QuickBooks software in the names of Jessica Sparenberg and DeAnna Williams. (Motion: T. Meade; Second: A. Barbknecht).

Approved Motion: The board voted unanimously to approve updating MidAmerica National Bank checking account signature cards and the names of authorized persons with permission to transfer funds to reflect the transition to the new Director, Jessica Sparenberg. (Motion: T. Meade; Second: R. Vogel).

Approved Motion: The board voted unanimously to approve issuing a new corporate American Express card in the name of Jessica Sparenberg. (Motion: T. Meade; Second: K. Freiley).

Approved Motion: The board voted unanimously to approve updating the E-Rate and USAC application portals as well as other vendor accounts to reflect the transition to the new Director, Jessica Sparenberg. (Motion: T. Meade; Second: C. Ludlum).

7.) Annual Library Walk-Through

The Board discussed the annual library walk-through after the August board meeting. Andrea Barbknecht commented on the benefits of the walk. Rhonda Vogel noted the exterior sign for the library at the Locust Street entrance could use a refresh. Kim Bunner had mentioned possibilities with Scott Snowman when he was onsite earlier for another issue. The Board would like to contact Scott about possible updated designs in early 2023.

8.) Serving Our Public 4.0 Review, Chapters 10-13

The Board reviewed the final chapters as part of the Per Capita Grant requirements.

9.) Review of the Strategic Plan for FY2020-2024

The Board discussed the goals listed in the plan as well as the progress made in the past year. In addition, the Board reviewed the progress made on all the checklists in *Serving Our Public 4.0 Standards for Public Libraries* as required for the upcoming Per Capita Grant application.

10.) Annual Review of the Library Director

As recommended in the *Serving Our Public 4.0 Standards for Public Libraries*, the Board conducted its annual review of the Library Director, Kim Bunner. Given her upcoming retirement, the Board expressed their appreciation of her library work and leadership over the years.

Adjournment: The meeting was adjourned at 4:53 p.m.

Attest: _____
Secretary

Date: _____