

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for November 16, 2022—4:00 p.m.**

**A.) Call to Order**

**Present:** Chris Leighton, Kevin Meade, Trygve Meade, Rhonda Vogel, Keely Vollmar, Kim Freiley, Cathy Ludlum

**Absent:** Jana Emmons, Andrea Barbknecht

**Staff Present:** Kim Bunner, Jessica Sparenberg

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

**Approved Motion:** Hearing no objections or corrections, the October 25, 2022 minutes for the regular meeting were approved by unanimous vote. (Motion: C. Leighton; Second: K. Meade).

**Approved Motion:** Hearing no objections or corrections, the October 26, 2022 minutes for the special meeting were approved by unanimous vote. (Motion: C. Ludlum; Second: R. Vogel).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Tax Settlement Checks**

Jessica Sparenberg reported the final tax settlement check (\$14,442.18) should be deposited by the City of Canton into the library's checking account in November.

**Disaster Response Policy**

Jessica Sparenberg reported that the Disaster Response Policy had been updated to reflect the changes in the Staff and Board First Response Team, to include herself as Director, Ben Smith as Circulation Manager, and Holden Kellogg as Maintenance.

**Maintenance Update**

Jessica Sparenberg reported that Quick Electric was still gathering the parts necessary to replace the electrical panel in the library, but that no installation date had yet been set. She continues to monitor existing building maintenance/janitorial work.

**Director's Activities in October 2022**

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

## E.) Director's Report

### 1.) Consent Agenda for October 2022

**Approved Motion:** The board voted unanimously to approve the consent agenda for October 2022 (Motion: K. Meade; Second: R. Vogel).

### 2.) COVID-19 Updates

There was nothing new to report.

### 3.) Christmas Bonuses

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 5 new hires not yet eligible since they have not worked the entire year. The amounts below have been included in the amount budgeted for FY23.

<u>Monetary Award</u>	<u>Eligible Criteria</u>	<u>Eligible Employees</u>	<u>Total Payout</u>
\$150	40 hours per week	5	\$ 750.00
\$100	20 or more hours per week	1	\$ 100.00
\$ 50	12 or more hours per week	0	\$ 0.00
\$ 25	under 12 hours per week	0	\$ 0.00
		6	\$ 850.00

The Library typically closes for the Staff Christmas luncheon. If we do not hear from Quick Electric regarding the replacement of the electrical panel, we will be closing 12-2 p.m. on one day in early December. Otherwise, the staff luncheon will be held during the closure of the building for the electrical panel installation.

**Approved Motion:** The board voted unanimously to approve the Christmas Bonuses (Motion: R. Vogel; Second: K. Freiley).

### 4.) Freedom of Information Act Policy and Organization Chart Revision

Jessica Sparenberg reported updates to the Freedom of Information Act Policy to reflect herself as primary FOIA officer, and Ben Smith as the backup FOIA officer. Jessica Sparenberg reported updates to the Organization Chart to include herself as Director, Ben Smith as Circulation Manager, Elizabeth Martindale as Youth Services Librarian, Michelle Lockwood as Adult Services Coordinator, and Holden Kellogg as Maintenance.

**Approved Motion:** The board voted unanimously to approve the update to the Freedom of Information Act Policy and the revisions in the Organization Chart.  
(Motion: C. Leighton; Second: K. Freiley).

#### **5.) Succession Plan Policy Update**

Kim Bunner reported that the Succession Plan Policy had been updated to reflect Ben Smith as acting Director, should Jessica Sparenberg be unable to do so, and Michelle Lockwood as third, should Ben Smith be unable to do so.

**Approved Motion:** The board voted unanimously to approve the updates to the Succession Plan Policy .  
(Motion: C. Ludlum; Second: K. Vollmar).

#### **6.) Meeting Schedule 2023**

**Approved Motion:** The board voted unanimously to approve the 2023 Meeting Schedule as the third Wednesday of each month, excluding December. (Motion: T. Meade; Second: R. Vogel)

#### **7.) Winsor/Downey Donation Letter and Board Response**

The Board reviewed an email received from John Winsor on October 24<sup>th</sup>, 2022 regarding his and the Downey family's wishes to make a donation to the library in the amount of \$200,000.00, with \$50,000 in monies being awarded immediately, and the remaining \$150,000 to be put into trust for future distributions. This email follows an informal meeting held with Trygve Meade, Kim Bunner, Jessica Sparenberg, and the Winsor and Downey families which occurred on October 19<sup>th</sup>, 2022. During this meeting, ideas for the use of the donation funds were discussed, with particular focus on children's literacy and programming.

Mr. Winsor expressed that he wanted his email included in the Board meeting minutes, and is as follows:

Dear Trygve, Kimberly, and Jessica

We enjoyed meeting you during our recent trip to Canton to discuss with the Trustees our donation to the Parlin-Ingersoll Public Library. Tish and I, along with Dave and Jane, appreciate your making the library a vital asset to the community.

We were, of course, very disappointed not to have had an opportunity to discuss our intentions with the full board of trustees.

So, this letter is intended to confirm our recent donations as well as our Endowment Gift to fund Parlin-Ingersoll's new children's literacy program.

We believe that when one learns to read well, that person will be able to learn anything, thus increasing the quality of their life as well as that of the community.

A good example is Dave Downey's remarkable life journey that began in the Canton library.

On October 19, 2022, the Winsors and Downeys announced a \$200,000 gift to the library for the purpose of developing new cutting-edge program(s) to help Canton and Fulton County children

to become good readers. We encourage you to create a successful model that other libraries across the nation can emulate.

We presented checks to you in the amount of \$50,000 (\$25,000 each) to be used by the library to fund the study, creation, testing, improvement, and implementation of an innovative reading program. We agreed a minor portion of those funds could be used for general purposes.

In addition, to help fund the program in the future, we have donated \$150,000 (\$75,000 each) to the *Winsor Downey Fulton County Young Readers Endowment Fund* at the Community Foundation of East Central Illinois. Our intent is for the *Fund's* annual earnings to support Parlin-Ingersoll Library's new children's literacy program.

We would appreciate your presentation of this letter at your next Board meeting and include it as part of the minutes thereof.

We are thrilled to be able to support such a wonderful institution that has had such a meaningful impact on our lives and those in our community.

Sincerely,

John Winsor and Dave Downey

The Board reviewed two suggestions, one from a community member and one from the staff, both utilizing current staff and resources.

Trygve Meade reported that he had had no further communication from the Community Foundation of East Central Illinois, the Downey's or the Winsor's after receipt of this email. He emphasized the wish of the Board and staff to use these funds as they were intended and to meet the expectations of the Downey and Winsor families, but that further clarification was needed in order to do so.

**Approved Motion:** The board voted unanimously to table further discussion of the Winsor/Downey Donation and its potential uses until the January 18<sup>th</sup> meeting. (Motion: T. Meade; Second: R. Vogel).

**Adjournment:** The meeting was adjourned at 4:27 p.m.

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

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