

Parlin-Ingersoll Public Library Board of Trustees
Minutes for January 18, 2023—4:02 p.m.

A.) Call to Order

Present: Chris Leighton, Trygve Meade, Keely Vollmar, Kim Freiley, Cathy Ludlum, Jana Emmons, Andrea Barbknecht

Absent: Kevin Meade, Rhonda Vogel

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the November 19, 2022 minutes for the regular meeting were approved by unanimous vote. (Motion: C. Leighton; Second: A. Barbknecht).

C.) Public Comments

There were no public comments.

D.) Communications

Charles D. Ingersoll Trust

Jessica Sparenberg reported the Charles D. Ingersoll Trust total market value on December 31, 2022 was \$25,420,975.35. She also reported that the next Charles D. Ingersoll Trust quarterly meeting would take place on January 25th, 2023 at 1:15 p.m.

Statement of Economic Interest List

Jessica Sparenberg submitted the names of trustees and staff who will need to be sent Statements of Economic Interest from the Fulton County Clerk's office. Sometimes forms are sent directly to the individual and sometimes they are sent in bulk to the library. Jessica Sparenberg will continue to monitor the receipt of forms. Completed forms will need to be returned to the Fulton County Clerk's office by May 15th.

Annual Property Tax Exemption Form

Jessica Sparenberg has filed the annual forms for property tax exemptions with the Fulton County Assessors office.

Annual RAILS Certification

Jessica Sparenberg has completed and submitted the RAILS certification for 2023. This is required in order to be eligible for state grants.

eRate Application

Jessica Sparenberg is in the process of submitting the forms for eRate. The Library will be renewing an existing 3-year contract with MidCentury Communications for our fiber internet connection. She has signed a renewal 1-year contract with Comcast for our backup cable connection. The Library is eligible for an 80% reimbursement on these services if our application is accepted. The total reimbursement could be over \$3,000.

Maintenance Update

Jessica Sparenberg reported that Quick Electric was still waiting on the receipt of the final part needed to install and complete a new electrical panel for the library. She said that once she received notice that all parts were present, she would schedule an installation date, and inform the public of any subsequent library closure.

Director's Activities in November and December 2022

Director activities in November and December: City Council Levy Meetings, Rotary Fruit Sales, Rotary Regular Meetings, Rural Director's Group, Director's Luncheon.

E.) Director's Report

1.) Consent Agenda for November 2022

Approved Motion: The board voted unanimously to approve the consent agenda for November 2022 (Motion: C. Leighton; Second: K. Freiley).

2.) Consent Agenda for December 2022

Approved Motion: The board voted unanimously to approve the consent agenda for December 2022 (Motion: J. Emmons; Second: K. Freiley).

3.) COVID-19 Updates

There was nothing new to report.

4.) City Levy Meetings

City council approved their 2022 levy payable in Summer of 2023 (FY24). The levy was based on an estimated rate setting EAV (Equalized Assessed Valuation) of \$122,776,940.

The library approved amounts are:

Corporate: 184,905 (.15%)
IMRF: 40,000
Audit: 5,250
Tort-Liability: 27,100
Social Security: 24,855
Total: 282,100

The total rate estimate is .002289.

5.) Review of Closed Session Minutes

The Board reviews any minutes from closed sessions twice a year to determine if those minutes can be released. The Board had one closed session to review which took place June 15th, 2022. During this meeting Jessica Sparenberg and Aubrey Brooks were interviewed separately for the Director position.

Approved Motion: The board voted unanimously to release the minutes to the public. (Motion: K. Freiley; Second: C. Leighton)

6.) Winsor/Downey Donation Update

The Board President summarized a Zoom call which took place December 1st, 2022 which was attended by Trygve Meade, Jessica Sparenberg, Kim Bunner, Elizabeth Martindale, Angie Hatfield-Marker, Dave Downey and John Winsor. Library staff stated a current idea for the use of donation funds which included distributing bundles of 10 non-fiction and fiction books to all Canton Union School District youth from Pre-K to 2nd grade. Additionally, the library would hold a Winsor/Downey Day as an opening event for the annual Summer Reading Program, which could include performers, activities and food truck for all area children who wish to attend.

Jessica Sparenberg reviewed a Zoom conversation held December 7th, 2022, attended by herself and Angie Hatfield-Marker. Angie stated that distributions from the additional \$150,000 donation would be between 3.5% and 4% per year, or possibly \$5,500, slated to begin January of 2025.

Jessica stated that the expectation was for the initial gift of \$50,000 to be used over the course of two years, to give the distributions time to accumulate. Trygve added to Jessica's summary that the funds would be calculated over a 16-quarter rolling average.

Jana Emmons asked if the book bundles could be broken down into smaller portions in order to make the funds stretch over a longer period of time. Jessica stated that she and the Youth Services Librarian would be contacting Scholastic Books to discuss the bundles, and area educators to get a better idea of how many bundles would be needed. She said she would discuss the possibility of getting smaller bundles with the library's Scholastic Books representative. Jana suggested possibly breaking them down to smaller bundles upon receipt.

Jessica stated she would keep the board apprised of the progress of the ordering of the book bundles, and the planning of Winsor/Downey Day. The board expressed approval for this plan going forward.

Approved Motion: The board voted unanimously to accept the donation by Dave Downey and John Winsor, and to move forward with current staff idea of Winsor/Downey Day and book distribution outlined by Jessica Sparenberg. (Motion: A. Barbknecht; Second: J. Emmons).

Adjournment: The meeting was adjourned at 4:35 p.m.

Attest: _____
Secretary

Date: _____