

Parlin-Ingersoll Public Library Board of Trustees
Minutes for February, 2023—4:03 p.m.

A.) Call to Order

Present: Trygve Meade, Keely Vollmar, Kevin Meade, Cathy Ludlum, Jana Emmons, Rhonda Vogel, Chris Leighton

Absent: Andrea Barbknecht, Kim Freiley

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the January 18, 2023 minutes for the regular meeting were approved by unanimous vote. (Motion: C. Ludlum; Second: K. Vollmar).

C.) Public Comments

A board member received a public comment from a patron expressing concern regarding the library's policy of periodically weeding books that had not been checked out in 5 years or more. The director explained that this is a regular practice employed by all libraries, in an effort to make room for newer materials added to the collection.

D.) Communications

Maintenance Update

Jessica Sparenberg reported that a date of March 9, 2023, had been set for the installation of the electrical panel. The library will close to the public from 8-1 p.m. to allow for the installation to be completed.

Director CEU Update

Jessica Sparenberg reported that she continues to progress in her CEU's at University of Denver. The board requested copies of grades and tuition bill for the corresponding quarter upon completion for reimbursement.

Director's Activities in January 2023

Director activities in January: Rotary Regular Meetings, Rural Director's Group, Director's Luncheon, RAILS City Director's Group, Charles D. Ingersoll Trust Meeting.

E.) Director's Report

1.) Consent Agenda for January 2023

Approved Motion: The board voted unanimously to approve the consent agenda for January 2023 (Motion: K. Meade; Second: J. Emmons).

2.) COVID-19 Updates

There was nothing new to report.

3.) Revisions to Personnel Policy

Jessica Sparenberg reported to the board that there had been changes to laws which would be reflected in the library's personnel policy. These include a designated space not located in or connected to the public bathrooms for library employees who are nursing mothers to express breast milk during work hours, an amendment to the dress code policy, a modification to extend time allowed for bereavement and an expanded definition of covered family members. She also made them aware of the Paid Leave for All Workers Act, which goes into effect January 1, 2024.

Approved Motion: The board voted unanimously to approve the changes to the personnel policy, to include modifications suggested by Trygve Meade. (Motion: J. Emmons; Second: K. Meade)

4.) FY24 Budget

Jessica Sparenberg distributed the first draft of the FY24 budget to the members of the board. The board discussed several ideas, including the inflation rates, staff salaries and possible capital expenditures. The board decided to table the budget until the March meeting.

5.) Refacing the Locust Street Sign

Jessica Sparenberg reached out per board member request, to Snowman Studios for a possible refacing to the library sign located on Locust Street. She received several options for the board to discuss. The board decided to table the decision to vote on the proposed revisions until Jessica had received further information from Snowman Studios.

6.) Investment Policies

The Board reviewed the MidAmerica National Bank investment policy for the Charles D. Ingersoll Trust dated January 25, 2023.

Approved Motion: The board voted unanimously to authorize Jessica Sparenberg to sign the policy on behalf of the Board (Motion: C. Ludlum; Second: R. Vogel).

The Board reviewed the library's Investment of Public Funds policy.

Approved Motion: The board voted unanimously to approve the policy as presented (Motion: K. Meade; Second: R. Vogel).

Several CD's in the money market account will mature this year. The board has the option to keep these monies in the money market account, as the interest rates are over 4%, or to reinvest them in stocks. The board suggested keeping these monies in the money market account to address upcoming capital expenses.

Approved Motion: The board voted unanimously to keep the monies in the money market account, rather than reinvest. (Motion: T. Meade; Second: J. Emmons).

7.) Open Meetings Act Training

All trustees must complete the training yearly and give a copy of their completed certification to Jessica Sparenberg for the library's files.

8.) Trustee Re-Appointments

The terms of Cathy Ludlum, Jana Emmons, and Kevin Meade (who replaced Laura Kessel, who resigned in 2021) will up in early May. The board will need to approve sending these names to the Mayor in April or consider replacements if anyone chooses not to remain on the Board.

9.) Winsor/Downey Day Updates

Jessica Sparenberg reported that the first story regarding Winsor/Downey Day had been published in the Fulton Democrat on February 8, 2023. She has mailed copies to John Winsor, Dave Downey, and Angie Hatfield-Marker. She reported that Winsor/Downey Day has been planned for June 2, 2023, from 11 a.m. to 2 p.m. at the Donaldson Center. She reported that Elizabeth Martindale has received the figures for how many students to prepare book bundles for in Canton Union School District, and she is collaborating with Jessica Sparenberg to place an order for distribution with Scholastic Books.

Adjournment: The meeting was adjourned at 5:07 p.m.

Attest: _____
Secretary

Date: _____