

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for March 15, 2023—4:00 p.m.**

**A.) Call to Order**

**Present:** Keely Vollmar, Kim Freiley, Chris Leighton, Cathy Ludlum, Kevin Meade, Trygve Meade (arrived at 4:20 p.m.)

**Absent:** Jana Emmons, Rhonda Vogel, Andrea Barbknecht

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

**Approved Motion:** Hearing no objections or corrections, the February 15, 2023 minutes were approved by unanimous vote. (Motion: K. Meade; Second: K. Vollmar).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Maintenance Update**

Jessica Sparenberg shared that the electrical panel installation had been completed successfully. The last part relating to the panel will be installed upon delivery, with the project being billed in FY23. She shared that she had received updated information from Doug Bentzinger with regard to the replacement of two AC Trane units. This capital project would be billed to FY24 and would include replacement of the oldest Air Handling unit and the outdoor air conditioning unit. Doug Bentzinger will be in contact with the Director when it is time to open bidding for the project.

**Landscaping Update**

Jessica Sparenberg stated that she had been in contact with Jereme Gendron regarding the upcoming landscaping project slated to begin in Spring 2023. Jereme will be performing a walk-through of the property with Jessica, and further details would be provided at this time. He recommended replacing the decorative fruit tree on Ave B for the planting of the Japanese maple requested by the Board.

**Statements of Economic Interest**

Statements of Economic Interest forms were distributed to trustees. Jessica Sparenberg said that she would wait until Monday to mail forms to allow additional time for Board members who had not had them ready at the board meeting to drop them off at the library.

**Open Meetings Act Certification**

Jessica Sparenberg reminded trustees that copies of their certificates of completion of the Open Meetings Act training must be returned to the library.

### **Director's Activities in February 2023**

Director activities in February: State and Federal Employment Law Update conference, Rural Director's Group, Rotary Meetings, RAILS City Director's Group

### **E.) Director's Report**

#### **1.) Consent Agenda for February 2023**

**Approved Motion:** The board voted unanimously to approve the consent agenda for February 2023 (Motion: K. Meade; Second: C. Leighton).

#### **2.) COVID-19 Updates**

Cathy Ludlum stated that she had received information that former Board member, Ken Etcheson, had fallen ill with COVID and had been hospitalized and asked that Board members keep him in their thoughts. Jessica Sparenberg said she would try to seek out more information and send flowers on behalf of the library and Board.

#### **3.) Tax Levy Request Letter**

Jessica Sparenberg presented the Local Library Letter Notifying Municipality of Levy Request in the following amounts:

Corporate @ .15 (5% increase over the 2022 Levy amount of \$184,905)	194,150
Audit	5,410
IMRF	35,000
Social Security/Medicare	27,600
Tort/Liability/Safety	27,100
Total	289,260

**Approved Motion:** The board voted unanimously to authorize President Trygve Meade to sign the letter and Kim Bunner to submit the letter to Mayor McDowell, Treasurer Crystal Wilkinson, and Comptroller Beka Schultz (Motion: K. Freiley; Second: K. Meade).

#### **4.) FY24 Budget**

The Board reviewed the FY24 budget draft and possible salary increases. Trygve Meade felt a salary increase was justified at this time to remain competitive, to mitigate rising costs related to an increase in the cost of living, and to continue fostering good morale on behalf of employees. Jessica Sparenberg stated that the health insurance rates would possibly be changing to reflect employer contributions at 75% for medical insurance, with 25% employee contributions. This will be the recommendation of the Health Insurance Committee to the City Council at the meeting taking place March 21, 2023. She said she would amend the salary budget to reflect this change once this was approved.

**Approved Motion:** The board voted unanimously to approve the salary budget line for all full-time staff at a 4% increase from FY23. (Motion: T. Meade; Second: C. Ludlum).

**Approved Motion:** The board voted to table conversation related to using Niche Academy until next year's budget, in lieu of using the funds towards the capital project to replace the AC Trane units in FY24. (Motion: T. Meade; Second: C. Leighton)

**Approved Motion:** The board voted unanimously to approve the FY24 budget as amended above. (Motion: T. Meade; Second: K. Freiley).

#### **5.) Resurfacing of Locust Street Sign**

Jessica Sparenberg stated that she had been in contact with Snowman Studios regarding the refacing of the Locust Street sign. The Board had requested to know the difference in cost to resurface the sign as is, using vinyl lettering versus modifying the sign to reflect the Chestnut Street sign, which features 1/4" raised aluminum lettering. The difference in cost is \$3,200, with the life of the sign increasing significantly versus the vinyl refacing which had a maximum life of 10 years.

**Approved Motion:** The board voted unanimously to table this decision pending further information from Snowman Studios. (Motion: T. Meade; Second: K. Freiley)

#### **6.) Trustee Re-appointments**

The terms of Cathy Ludlum, Jana Emmons, and Kevin Meade will be up in early May.

**Approved Motion:** The board voted unanimously to send these recommendations to the City. (Motion: T. Meade; Second: K. Vollmar)

**Adjournment:** The meeting was adjourned at 4:45 p.m.

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

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