

Parlin-Ingersoll Public Library Board of Trustees
Minutes for May 17, 2023—3:58 p.m.

A.) Call to Order

Present: Trygve Meade, Cathy Ludlum, Jana Emmons, Rhonda Vogel, Andrea Barbknecht, Keely Vollmar

Absent: Chris Leighton, Kevin Meade, Kim Freiley

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the April 19, 2023 minutes were approved by unanimous vote. (Motion: J. Emmons; Second: R. Vogel).

C.) Public Comments

There were no public comments.

D.) Communications

Polaris Upgrade

Jessica Sparenberg shared that the library would likely close to the public for at least half a day in September for an upgrade to the Polaris computer system. She shared that there would likely be employee training to take place on this day, and organization of library materials. She said she would provide the exact date when it was decided with the Polaris IT personnel.

Locust Street Sign Update

Jessica Sparenberg shared that the Locust Street sign would take place as soon as Snowman Studios had finished with their current project.

Winsor/Downey Day and Summer Reading 2023 Update

Jessica Sparenberg shared the details of Winsor/Downey Day and the Summer Reading Program. Winsor/Downey Day is slated to take place at the Donaldson Center on June 2, 2023, from 11 a.m. to 2 p.m. This day will include multiple entertainments for those who wish to attend, including face painters, a magician, a balloon artist, and music performers. She shared that she had extended an invitation to the Winsor and Downey families to attend, and should they decide not to, that she will be there to share their stories with the public. Jessica told the Board about this year's Summer Reading Program theme, Find Your Voice, and gave a basic breakdown of activities and schedule for events. Summer Reading is slated to begin from June 12, 2023 and end the week of July 21, 2023, to be concluded at the Pool Party at Big Creek Park the following

week. Registration will begin on Winsor/Downey Day, and continue through the week of June 5, 2023.

IPLAR and the Annual Library Report

Jessica Sparenberg shared that she had completed the IPLAR, pending Board Officer signatures, and was currently working on the Annual Library Report and the Treasurers' Report for the City of Canton. It will be ready for Board approval at the June 21 meeting.

Charles D. Ingersoll Trust

The Charles D. Ingersoll Trust total market value on March 31, 2023 was \$25,361,202.80.

Director's Activities in March 2023

Director activities in March: Rotary Meetings, RAILS City Director's Meeting, Charles D. Ingersoll Trust meeting.

E.) Director's Report

1.) Consent Agenda for April 2023

Approved Motion: The board voted unanimously to approve the consent agenda for April 2023 (Motion: A. Barbknecht; Second: C. Ludlum).

2.) COVID-19 Updates

Nothing to report at this time.

3.) Disaster Response Plan Policy

It is the practice of the Board to review all policies every three years for possible revisions. The Disaster Response Plan was reviewed, and no changes were suggested.

Approved Motion: The board voted unanimously to approve the Disaster Response Plan. (Motion: C. Ludlum; Second: R. Vogel)

4.) Final Approval of Trustee Reappointments

The Mayor of Canton, and the City Council voted to approve the reappointments for Kevin Meade, Jana Emmons, and Cathy Ludlum.

Approved Motion: The board voted unanimously to approve the reappointments of Kevin Meade, Jana Emmons and Cathy Ludlum. (Motion: T. Meade; Second: K. Vollmar).

5.) FY24 Landscaping Project

Jessica Sparenberg shared that she had received an email and phone call from Jerime Gendron on May 10, 2023, in which he stated that he would be unable to do the Landscaping project slated to take place in the summer. He cited personal conflicts as well as employee conflicts as the issues. He provided the board with a referral contact, Staley Lawncare and Landscaping, should the Board decide to move forward with the project this year. Trustees identified positive experiences with Gendron’s Landscaping in the past, and were favorable to using Gendron’s next year if and when they became available. It was suggested that the library maintenance person do additional weeding and cleanup, with library employees planting flowers to maintain the outdoor appearance until next year.

Approved Motion: The board voted unanimously to table the Landscaping project until next fiscal year. (Motion: T. Meade; Second: J. Emmons)

6.) FY24 HVAC Capital Project

The Board had asked several questions for follow-up related to the FY24 HVAC Capital Project at the April 19, 2023 meeting, including whether the library could utilize smaller outdoor units, or whether the library could install a rooftop unit as a way to mitigate costs proposed in the PIPCO bid. Doug Bentzinger, with Graham & Hyde Architects, Inc., provided answers to these questions, as well as a breakdown of costs included in the PIPCO bid. It was determined that neither alternative to the Air Handling Unit and outdoor AC unit project would suffice to heat and cool the library, or to properly circulate air.

Trustees expressed concern regarding the roof replacement Capital Project slated to take place in 2025, when the roof’s warranty expires. The FY24 HVAC Capital Project, estimated to cost \$309,000, would take up much of the money saved for this project over the past years. Trustees requested that Jessica Sparenberg seek out an inspection of the roof to assess the stability and life expectancy of the current roof, and whether this project could be pushed ahead a few years.

Approved Motion: The board voted unanimously to approve the PIPCO bid of \$309,000 to replace the 1958 Air Handling Unit, and Northside outdoor AC Unit. (Motion: T. Meade; Second: C. Ludlum)

Adjournment: The meeting was adjourned at 4:33 p.m.

Attest: _____
Secretary

Date: _____