

Parlin-Ingersoll Public Library Board of Trustees
Minutes for June 21, 2023—3:58 p.m.

A.) Call to Order

Present: Trygve Meade, Cathy Ludlum, Kim Freiley, Chris Leighton, Kevin Meade, Rhonda Vogel, Andrea Barbknecht

Absent: Keely Vollmar, Jana Emmons

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the May 17, 2023 minutes were approved by unanimous vote. (Motion: J. Emmons; Second: R. Vogel).

C.) Public Comments

There were no public comments.

D.) Communications

Resignation of Holden Kellogg

Jessica Sparenberg shared that Holden Kellogg had tendered his resignation effective June 9, 2023. The library had collected applications directly following Holden's resignation and intended to hold interviews the following week of the board meeting.

First Tax Settlement Sheet

Jessica Sparenberg shared that the library had received its first tax settlement sheet for FY23 in the amount of \$40,382.92.

Winsor/Downey Day 2023 Update

Jessica Sparenberg shared the details of Winsor/Downey Day event held on June 2, 2023 at the Donaldson Center. She stated that 135 children had signed up for Summer Reading and approximately 150 adults had attended. She stated that the monies from the \$50,000 donation had been spent toward the cost of book bundles, and the cost of events had been deducted from the Children's budget, as a means of saving toward next year's book bundles.

Director's Activities in March 2023

Director activities in May: Rotary Meetings, Rural Director's Meeting, RAILS City Director's Meeting, Rural Initiatives Grant Meeting, meetings with PIPCO and Graham & Hyde.

E.) Director's Report

1.) Consent Agenda for May 2023

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

2.) COVID-19 Updates

Nothing to report at this time.

3.) Ken Etcheson Memorial Tree

Jessica Sparenberg shared that she had been approached by the family of former trustee, Ken Etcheson, about the possibility of planting a tree on library property in memory of Mr. Etcheson's service as a trustee. The family of Mr. Etcheson intend to pay for the cost of the tree, as well as a placard outlining his dates of service.

Approved Motion: The board voted unanimously to approve proceeding with the donation, provided the family furnish the board with a plan for the project. (Motion: T. Meade; Second: C. Ludlum)

4.) Trustee Reappointments

Discussion regarding upcoming trustee reappointments in 2024 was tabled for the second meeting.

5.) Addition of Lock Box or Library Key Dist. For HVAC FY24 Project

Jessica Sparenberg shared that in meeting with Graham & Hyde, and PIPCO, Inc. regarding preparations for the FY24 HVAC project that there may be need for contractors to access the building either when employees may not present at early points of the day, or on days when the library is closed to the public. Jessica stated that two possible solutions had been discussed. One would be the temporary installation of a hanging lock box on the exterior public entrance handle, with the key accessible by pin code. The other alternative would be to distribute the key to the PIPCO project leader, Mike Head.

Approved Motion: The board voted unanimously to obtain and install a temporary lock box to enable contractors to access the building during off hours of the library. (Motion: C. Leighton; Second: K. Freiley)

6.) Annual Library Report

Jessica Sparenberg provided the Board with the Annual Library Report for FY23 for their review.

Approved Motion: The board voted unanimously to approve the Annual Library Report for FY23. (Motion: K. Meade; Second: A. Barbknecht)

7.) Illinois Public Library Annual Report

Jessica Sparenberg provided the Board with the Illinois Public Library Annual Report for FY23 for their review.

Approved Motion: The board voted unanimously to approve the Illinois Public Library Annual Report for FY23. (Motion: K. Freiley; Second: C. Ludlum)

8.) Code of Conduct Policy

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

Approved Motion: The board voted unanimously to approve the Code of Conduct Policy. (Motion: T. Meade; Second: R. Vogel)

Adjournment: The meeting was adjourned at 4:13 p.m.

Attest: _____
Secretary

Date: _____

**Parlin-Ingersoll Public Library Board of Trustees
Minutes for June 21, 2023—4:13 p.m.—Meeting #2**

A.) Call to Order

Present: Trygve Meade, Cathy Ludlum, Kim Freiley, Chris Leighton, Kevin Meade, Rhonda Vogel, Andrea Barbknecht

Absent: Keely Vollmar, Jana Emmons

B.) Public Comments

There were no public comments.

C.) Agenda Items

1.) Appointment of Library Officers for FY24

Trygve Meade tendered his resignation as Board President, effective at midnight, June 21, 2023. Jessica Sparenberg shared that the board has 90 days in which to find another trustee to fill the vacancy on the board. She asked that those who had ideas for candidates submit them to her to report at the next meeting.

Approved Motion: The board voted unanimously to retain the current slate of officers as listed below for FY24. (Motion: T. Meade; Second: R. Vogel)

President:	Vacant
Vice-President:	Cathy Ludlum (serving as interim President pending a new appointee)
Secretary:	Keely Vollmar
Treasurer:	Jana Emmons

2.) Freedom of Information Act Policy FY24

Approved Motion: The board voted unanimously to accept the FY24 Freedom of Information Act Policy. (Motion: T. Meade; Second: A. Barbknecht)

Adjournment: The meeting was adjourned at 4:20 p.m.

Attest: _____
Secretary

Date: _____