

Parlin-Ingersoll Public Library Board of Trustees
Minutes for July 19, 2023—4:00 p.m.

A.) Call to Order

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

Absent: Keely Vollmar

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections, the June 21, 2023 1st meeting minutes were approved by unanimous vote. (Motion: C. Leighton; Second: R. Vogel).

Approved Motion: Hearing no objections, the June 21, 2023 2nd meeting minutes were approved, with correction to date. (Motion: A. Barbknecht; Second: J. Emmons)

C.) Public Comments

There were no public comments.

D.) Communications

FY24 HVAC Update

Jessica Sparenberg shared that Graham & Hyde had submitted a work schedule to her for the FY24 HVAC project. She gave an overview of proposed construction dates, with the first stage to be the demolition and expansion of the doorway access to the basement. She shared that she was coordinating with PIPCO to schedule this for a time when it was cooler outside, and the library had reduced programming, as access to the Program Room will be limited during construction.

FY23 Per Capita Grant

Jessica Sparenberg shared that the library had been awarded the Per Capita grant for FY23 in the amount of \$19,531.95.

Staff Training Day for Polaris Upgrade

Jessica Sparenberg shared that the library will be upgrading their Polaris software, and that the library would have to be closed to the public. The date of closure will be scheduled for September, and will be a staff training day for employees.

Director's Activities in June 2023

Director activities in June: Rotary Meetings, RAILS City Director's Meeting, Director's University.

E.) Director's Report

1.) Consent Agenda for June 2023

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

2.) COVID-19 Updates

Nothing to report at this time.

3.) Kreiling Roof Repairs

Jessica Sparenberg shared that Doug Bentzinger and Geoff Diekhoff of Kreiling Roofing Company had inspected the roof per Board Request. She shared that she had received a quote for a maintenance agreement with Kreiling Roofing Company to perform a more thorough repair to the 2004 roof addition, including replacing metal fascia, and replacing sealant tape to stabilize it for the next 3-5 years at \$3,200-\$4,500. This measure will secure the roof until the Board is ready to replace the 2004 addition to the roof, which is currently estimated at \$270,000 using 2023 figures. The two other portions of the roof are in sound condition and are under warranty and are not due for replacement for several years.

Approved Motion: The board voted unanimously to approve proceeding with the maintenance plan proposed by Kreiling Roofing Company. (Motion: J. Emmons; Second: K. Freiley)

4.) Trustee Reappointments

Jessica Sparenberg presented the Board with a list of potential candidates to fill the vacant position following the resignation of Trygve Meade. Board members discussed candidates and requested the Director reach out to the proposed candidates for discussion at the next meeting on August 16, 2023.

5.) Staffing Updates

Jessica Sparenberg shared that new hires Samantha Owens, and Catherine Calvert continue to do well, and that the library has hired Shawn Carley for the maintenance position.

6.) Serving Our Public 4.0 Review Chapters 1-4:

The Board reviewed Chapters 1-4 and discussed the library's progress.

7.) C.D. Ingersoll Trust

Jessica Sparenberg presented two spreadsheets projecting the Ingersoll Trust income if the trust average dropped to \$28,000,000 or \$25,000,000 in the next years. The possible total income could be as low as about \$650,000 per year. However, the current amount of income budgeted from the Ingersoll Trust is \$564,000 so a considerable amount of that income is still being targeted for the reserves.

8.) Social Networking Policy

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

Approved Motion: The board voted unanimously to approve the Social Networking Policy. (Motion: J. Emmons; Second: A. Barbknecht)

Adjournment: The meeting was adjourned at 4:46 p.m.

Attest: _____
Secretary

Date: _____