

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for August 16, 2023—4:00 p.m.**

**A.) Call to Order**

**Present:** Cathy Ludlum, Kevin Meade, Rhonda Vogel, Andrea Barbknecht, Jana Emmons

**Absent:** Keely Vollmar, Chris Leighton, Kim Freiley

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

**Approved Motion:** Hearing no objections, the July 19, 2023 1<sup>st</sup> meeting minutes were approved by unanimous vote, with edit to correct the date. (Motion: C. Ludlum; Second: J. Emmons).

**Approved Motion:** Hearing no objections, the July 26, 2023 special meeting minutes were approved by unanimous vote, with edit to correct the date. (Motion: C. Ludlum; Second: K. Meade).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Elson Trust**

Jessica Sparenberg shared that the library had received its' annual distribution from the Elson Trust in the amount of \$1,873.56.

**Director's University Activities**

Jessica Sparenberg shared that she had attended the Director's University in Springfield August 1-3. She shared some of the information she learned while attending.

**Director's Activities in July 2023**

Director activities in July: Rotary Meetings, Rural Director's Meeting, RAILS City Director's Meeting, Director's University (online), Charles D. Ingersoll Quarterly Trust Meeting.

**E.) Director's Report**

**1.) Consent Agenda for July 2023**

**Approved Motion:** The board voted unanimously to approve the consent agenda for July 2023 (Motion: R. Vogel; Second: J. Emmons).

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

Nothing to report at this time.

## 3.) **Salary Comparison by Library and Position**

Per board member request, Jessica Sparenberg shared that she had compiled a salary comparison report using data from the IPLAR FY22, and ONet.org. She shared that all current library staff fell well within the range of salary information reflected in the report.

## 4.) **Library Closure for the Polaris Upgrade September 19th**

Jessica Sparenberg shared with the board that the date of September 19<sup>th</sup> had been finalized for the Polaris upgrade. She stated that this day would be closed to the public, so that staff training could take place alongside the upgrade. She stated that no items would be due this day.

**Approved Motion:** The board voted unanimously to approve the date of September 19<sup>th</sup> to be closed to the public for the upgrade. (Motion: A. Barbknecht; Second: C. Ludlum)

## 5.) **ILA Conference**

Jessica Sparenberg shared that ILA conference will be held in Springfield this year, from October 24<sup>th</sup>-October 26<sup>th</sup>, with October 26<sup>th</sup> being Trustee day. She shared that the budget currently allocates funds toward trustee attendance of this day, should they be interested, and asked that they inform her if they would like to attend, as the early bird rate is less expensive.

**Approved Motion:** The board voted unanimously to approve attendance at the conference for interested trustees. (Motion: J. Emmons; Second: R. Vogel)

## 6.) **Serving Our Public 4.0 Review Chapters 5-9:**

The Board reviewed Chapters 5-9 and discussed the library's progress.

## 7.) **Trustee Appointments**

Jessica Sparenberg presented the board with a list of Canton residents interested in serving on the board that had been provided to her by other trustees. The board reviewed the qualifications for serving, and the board agreed to approach Nate Jackson for the vacancy left upon the resignation of Trygve Meade on April 19<sup>th</sup>, 2023. slated to end on April 30, 2025, with Robin Henry as secondary, should Nate Jackson decline the nomination.

**Approved Motion:** The board voted unanimously to have Jessica Sparenberg offer the position of trustee to Nate Jackson for the above terms, and upon his acceptance, to submit these recommendations to the mayor for approval (Motion: J. Emmons; Second: R. Vogel).

Due to the vacancy on the board following the resignation of Trygve Meade, the board discussed replacements for the position of President from currently serving trustees, as none of the candidates expressed interest in serving as President.

**Approved Motion:** The board voted unanimously to accept Kevin Meade’s offer to take up the position of Board President until the end of the term on April 30, 2024. (Motion: A. Barbknecht; Second: J. Emmons ).

### **8.) Building Repair Updates**

Jessica Sparenberg shared that Kreiling Roof Repair had completed their repair to the 2004 portion of the roof. She also shared that Baer Glass had set a date of September 1, 2023, to replace the glass panel in the vestibule and the exterior window in the Children’s Area. She said that she was coordinating with PIPCO project managers, Mike Head, and Scott Kastl, as well as Doug Bentzinger with Graham & Hyde to decide a date to begin construction of the door going to the basement. It has been recommended that the library wait until air conditioning or heating are not needed, possibly in late October or November, weather allowing.

### **9.) Annual Walk-through**

Jessica Sparenberg reviewed observations following a walk-through performed with Ben Smith, circulation manager, including updates to décor, some buckling of the exterior fascia above the vestibule and refinishing tabletops damaged by sanitation measures during the COVID-19 pandemic. The board discussed some of their observations of the building as well.

**Adjournment:** The meeting was adjourned at 5:10 p.m.

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

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