

Parlin-Ingersoll Public Library Board of Trustees
Minutes for September 20 , 2023—4:00 p.m.

A.) Call to Order

Present: Kevin Meade, Cathy Ludlum, Rhonda Vogel, Nate Jackson, Andrea Barbknecht, Kim Freiley, Keely Vollmar

Absent: Chris Leighton, Jana Emmons

B.) Approval of Previous Minutes:

Approved Motion: With correction to an entry, the August 16, 2023 meeting minutes were approved by unanimous vote. (Motion: C. Ludlum; Second: K. Freiley).

C.) Public Comments

There were no public comments.

D.) Communications

Confirmation of Trustee Appointments

Jessica Sparenberg shared that Nate Jackson had been formally appointed by the Mayor as the new Board trustee at the September 5, 2023 City Council meeting.

Baer Glass Installation

Jessica Sparenberg shared that the installation of the broken glass panel located in the vestibule and the exterior window in the Children’s Area had been installed successfully by Baer Glass, Inc.

Asbestos Abatement Completed

Jessica Sparenberg shared that asbestos abatement related to the FY24 HVAC Capital Project had been completed. She also shared that she had received an informal timeline of events from Doug Bentzinger of Graham & Hyde, which detailed an estimated time of delivery for the parts needed for the project. She said that PIPCO and Graham & Hyde recommended performing the demolition and installation in the early Spring of 2024, when heating and/or cooling may not be needed within the building, weather permitting.

Polaris Upgrade and Employee Training Day

Jessica Sparenberg shared that the Polaris software upgrade had been performed successfully and that library employees had received training which included annual sexual harassment training,

NarCan administration training, fire safety and extinguisher training, and all employees had been re-familiarized with Disaster Preparedness as according to policy.

Friendship Festival Parade

Jessica Sparenberg shared that library employees had participated in the Friendship Festival Parade on September 16, 2023, with library employees handing out candy as well as children's books. Board members expressed a wish for books to be distributed in future Friendship Festival Parade walks.

Fulton County Historical & Genealogical Society Dedication Event

Jessica Sparenberg shared that Cathy Parsons, of the Fulton County Historical & Genealogical Society had reached out to the library to display a donation of a Civil War 103rd Company poster in the Genealogical Collection at the library. Ms. Sparenberg stated that a dedication event had been scheduled for September 30, 2023, from 10 a.m. to 11:30 a.m. Light refreshments would be served, and speakers for the FCH&GS would be available to share information about the poster and for Q & A.

Director's Activities in August 2023

Director activities in August: Rotary Meetings, Rural Director's Meeting, Meeting with Fulton County Historical & Genealogical Society, Director's University in Springfield.

E.) Director's Report

1.) Consent Agenda for August 2023

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

2.) MidAmerica National Bank Signature Cards

As part of Mr. Meade's transition to Board President, his signature will be needed to update the library checking account with Mr. Meade as a signatory and for permission to transfer funds.

Approved Motion: The board voted unanimously to approve updating MidAmerica National Bank checking account signature cards and the names of authorized persons with permission to transfer funds to reflect the new President, Kevin Meade. (Motion: A. Barbknecht; Second: R. Vogel).

3.) Audit

Jessica Sparenberg shared that Andi Salzman of Ginoli & Company was in the final stages of preparing the annual audit for FY23 and would have it for the board to approve at the October meeting.

4.) Serving Our Public Chapter 10-13

The Board reviewed Chapters 10-13 and discussed the library's progress.

5.) Review of the Strategic Plan FY2020-FY2024

The Board discussed the goals listed in the plan as well as the progress made in the past year. In addition, the Board reviewed the progress made on all the checklists in *Serving Our Public 4.0 Standards for Public Libraries* as required for the upcoming Per Capita Grant application.

6.) Family Photography Event on November 4

Jessica Sparenberg shared that the library Adult Services Coordinator, Michelle Lockwood, was going to be offering a free-to-the-public studio photography event on November 4, 2023, a Saturday. This is an event that would be broken into 15-minute sessions per family. Ms. Lockwood requested that the hours for this day be extended from 9 a.m.-1 p.m. to 8 a.m.-2 p.m., so that more people could register and take advantage of the event.

Approved Motion: The board voted unanimously to extend the hours on November 4, 2023 to 8 a.m. to 2 p.m. (Motion: K. Freiley; Second: N. Jackson)

7.) Director's Evaluation

As recommended in the *Serving Our Public 4.0 Standards for Public Libraries*, the Board discussed possible times to conduct an annual review of the Library Director, Jessica Sparenberg. Given that her tenure has been less than one year, the board requested that Ms. Sparenberg obtain instruments for an evaluation that could potentially take place in January of 2024.

Adjournment: The meeting was adjourned at 4:25 p.m.

Attest: _____
Secretary

Date: _____