

Parlin-Ingersoll Public Library Board of Trustees
Minutes for October 18, 2023—3:53 p.m.

A.) Call to Order

Present: Kevin Meade, Cathy Ludlum, Rhonda Vogel, Andrea Barbknecht, Jana Emmons, Chris Leighton, Nate Jackson, Keely Vollmar

Absent: Kim Freiley

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections, the September 20, 2023 meeting minutes were approved by unanimous vote. (Motion: J. Emmons; Second: A. Barbknecht).

C.) Public Comments

There were no public comments.

D.) Communications

Tax Distributions

Jessica Sparenberg shared that the library had received tax distributions for June, July, August and September in the amount of \$237,056.26. She said that there may be another smaller distribution in November/December.

Fulton County Historical & Genealogical Society Donation

Jessica Sparenberg shared that the library had installed the 103rd Company Civil War poster that was donated to the Illinois State Library and delivered into the care of the Fulton County Historical & Genealogical Society. This item is being housed at the library, in the microfilm section, and is available for public observation.

Charles D. Ingersoll Trust Meeting

Jessica Sparenberg shared that the next quarterly Charles D. Ingersoll Trust meeting would take place on October 25, 2023 at 1:30 p.m., at the MidAmerica National bank.

Director's Activities in September 2023

Director activities in September: Rotary Meetings, Rural Director's Meeting, City Council Meeting for Board Appointment.

E.) Director's Report

1.) Consent Agenda for September 2023

Approved Motion: The board voted unanimously to approve the consent agenda for September 2023 (Motion: C. Leighton; Second: R. Vogel).

2.) FY24 HVAC Project Discussion

Jessica Sparenberg shared that the library had obtained the building permit required for the FY24 HVAC project, and that it was posted for public display in the vestibule. She shared that although parts were anticipated to be delivered within the month of November, that Doug Bentzinger of Graham & Hyde and Mike Head of PIPCO recommended installing the AHU and AC unit in early spring of 2024. This would allow for potential delays in shipping, and reduced patron foot traffic flow.

3.) Review of Closed Session Meeting Minutes

The Board reviews any minutes from closed sessions twice a year to determine if those minutes can be released. The only closed session meeting minutes for review took place at the April 19th, 2023 meeting. During this meeting, the board reviewed personnel performance and board reappointments per 5 ILCS 120/2c3 following a motion made by Chris Leighton.

Approved Motion: The board voted unanimously to release the minutes to the public. (Motion: J. Emmons; Second: N. Jackson)

4.) Paid Leave for All Workers Act and Personnel Policy Revision

Jessica Sparenberg presented the Board with information regarding the Paid Leave for All Workers Act, set to go into effect on January 1, 2024. This law states that all workers, regardless of full time or part time status, will be entitled to paid leave to be used for any reason. The board discussed revising the Personnel Policy to ensure compliance, or separating PLFAW leave from vacation leave. They also discussed using accrual or frontloading of leave.

Approved Motion: The board voted unanimously to revise the current Personnel Policy to ensure all employees of the library receive paid leave in compliance with the standards of the Paid Leave for All Workers Act. (Motion: A. Barbknecht; Second: K. Vollmar)

5.) Per Capita Grant Application FY24

The board voted unanimously to approve the Per Capita Grant Application for FY24 and the Per Capita Grant Expenditure Report for FY22 for submission to the Illinois State Library. (Motion: C. Leighton; Second: J. Emmons).

6.) Audit

Approved Motion: The board voted unanimously to approve the Audit for FY23. (Motion: J. Emmons; Second: C. Leighton).

Copies of the final audit will be sent to the Mayor, Fulton County Clerk, and Fulton County Treasurer. In addition, notification of its availability will be placed in the newspaper. An electronic copy will be placed on the website, and a print copy will be available at the circulation desk.

7.) Security Camera Policy

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

Approved Motion: The board voted unanimously to approve the Security Camera Policy. (Motion: N. Jackson; Second: A. Barbknecht)

8.) Director's Evaluation Instruments

Jessica Sparenberg presented the board with several Director's Evaluation instruments compiled from other libraries in the state. The board discussed the evaluation process, and will decide upon an instrument and date of evaluation at the November meeting.

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

Attest: _____
Secretary

Date: _____