

Parlin-Ingersoll Public Library Board of Trustees
Minutes for November 15, 2023—4:00 p.m.

A.) Call to Order

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

Absent: Chris Leighton, Kim Freiley

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections, the October 18th, 2023, meeting minutes were approved by unanimous vote. (Motion: A. Barbknecht; Second: J. Emmons).

C.) Public Comments

There were no public comments.

D.) Communications

Jessica Sparenberg shared that the library had received a donation in the amount of \$1,500.00 from Patty Goyen, a former Canton resident. Ms. Goyen specified these funds to be spent in the Children's Department.

Director's Activities in October 2023

Director activities in October: Rotary Meetings, Rural Director's Meeting, Illinois Library Association Conference in Springfield.

E.) Director's Report

1.) Consent Agenda for October 2023

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

2.) Christmas Bonuses and Staff Luncheon

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Accordingly, I recommend we award the same level as last year. Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 3 new hires not yet eligible since they have not worked the entire year. The amounts below have been included in the amount budgeted for FY24.

Monetary Award	Eligible Criteria	Eligible Employees	Total Payout
\$150	40 hours per week	6	\$ 900.00
\$100	20 or more hours per week	2	\$ 200.00
\$ 50	12 or more hours per week	0	\$ 00.00
\$ 25	under 12 hours per week	0	\$ 00.00
		8	\$ 1100.00

The library typically closes for the Staff Christmas luncheon. We will be closing 12-2 p.m. on Wednesday, December 13.

Approved Motion: The board voted unanimously to approve the Christmas bonuses. (Motion: A. Barbknecht; Second: K. Vollmar)

3.) Meeting Schedule for 2024

Approved Motion: The board voted unanimously to approve the 2024 Meeting Schedule, as the third Wednesday of the month, with the exception of November’s meeting, which will take place the following Wednesday from the Thanksgiving holiday, and December, when no meeting is scheduled. (Motion: A. Barbknecht; Second: K. Vollmar)

4.) Library Director Evaluation & Instruments

Jessica Sparenberg shared several instruments used at different libraries within and without Illinois upon Board request at the October meeting. Board members examined each instrument before the November meeting, and discussed combining instruments to create a new template to use for the Director’s Evaluation. Board members also discussed the process of the evaluation, to include a timeline.

Approved Motion: The board voted unanimously to combine the previously used Parlin-Ingersoll Public Library Evaluation instrument with the instrument provided from the Irvin L. Young Memorial Library, to be reviewed for approval at the January 2024 meeting. (Motion: K. Vollmar; Second: R. Vogel)

5.) Elson Circle

The Board discussed a public comment addressed to a member before the November meeting regarding the use of the Elson Circle for Adult and Children’s programming. The previous Director and architect cited the lack of fencing as a deterrent to using the circle for Children’s Programming. The Director will be resuming a discussion with Graham & Hyde Architects, Inc.,

about whether a fence could be constructed to meet logistical and safety needs of the space.
Discussion will resume at the January 2024 meeting.

Adjournment: The meeting was adjourned at 4:35 p.m.

Attest: _____
Secretary

Date: _____