

Parlin-Ingersoll Public Library Board of Trustees
Minutes for January 17, 2024—4:00 p.m.

A.) Call to Order

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

Absent: None

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the November 15, 2023 minutes were approved by unanimous vote. (Motion: J. Emmons; Second: R. Vogel).

C.) Public Comments

There were no public comments.

D.) Communications

Charles D. Ingersoll Trust

Jessica Sparenberg reported the Charles D. Ingersoll Trust total market value on December 31, 2023 was \$26,322,281.49. She also reported that the next Charles D. Ingersoll Trust quarterly meeting would take place on January 31st, 2024 at 1:30 p.m.

Statement of Economic Interest List

Jessica Sparenberg submitted the names of trustees and staff who will need to be sent Statements of Economic Interest from the Fulton County Clerk's office. Sometimes forms are sent directly to the individual and sometimes they are sent in bulk to the library. Jessica Sparenberg will continue to monitor the receipt of forms. Completed forms will need to be returned to the Fulton County Clerk's office by May 15th.

Annual Property Tax Exemption Form

Jessica Sparenberg has filed the annual forms for property tax exemptions with the Fulton County Assessors office.

Annual RAILS Certification

Jessica Sparenberg has completed and submitted the RAILS certification for 2024. This is required in order to be eligible for state grants.

eRate Application

Jessica Sparenberg is in the process of submitting the forms for eRate. The Library will be continuing a 3-year contract with MidCentury Communications for our fiber internet connection. She has signed a renewal 1-year contract with Comcast for our backup cable connection. The Library is eligible for an 80% reimbursement on these services if our application is accepted. The total reimbursement could be over \$3,000.

Upcoming Trustee Vacancy Consideration Request Submitted

Jessica Sparenberg shared that she had received a resume and cover letter from a community member interested in filling the upcoming Trustee vacancy anticipated in May 2024. She said she would add this person to the list of individuals interested in serving, provided that the individual lives within city limits, as according to the Trustee Bylaws.

Director's Activities in November and December 2023

Director activities in November and December: Rural Director's Group, City Director's Luncheons, City of Canton Levy Meetings, Rotary Meetings, Rotary Fruit Sale

E.) Director's Report

1.) Consent Agenda for November 2023

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

2.) Consent Agenda for December 2023

Approved Motion: The board voted unanimously to approve the consent agenda for December 2023 (Motion: A. Barbknecht; Second: N. Jackson).

3.) COVID-19 Updates

Jessica Sparenberg stated that two employees had contracted COVID during the month of December. No other staff members were affected.

4.) Elson Circle Fencing

At the November 15, 2023 meeting, board members discussed a comment from the public addressed to one of the Trustees regarding the use of the Elson Circle for Children's Programming and other offerings. Jessica stated that the circle was used informally by the public for wireless usage, a place to take meals, read, etc. Board members were interested in the cost of a fence to enclose the perimeter as well as some green space, enabling the Circle to be used for Children's Programming. Jessica asked

Doug Bentzinger, of Graham & Hyde Architects, Inc., to be present at the January meeting, to answer any questions, discuss aesthetics, durability, liability, and any other questions Trustees may have.

Trustees discussed materials, height of the fence, and other details. Doug Bentzinger will provide Jessica with a schematic drawing of the area, so that she may solicit estimates for the fence to be presented at either the February or March meeting for review and potential approval for the FY25 fiscal year.

5.) City Levy Meetings

City council approved their 2023 levy payable in Summer of 2024 (FY25). The levy was based on an estimated rate setting EAV (Equalized Assessed Valuation) of \$127,768,017.00.

The library approved amounts are:

Corporate: 191,652 (.15%)
IMRF: 35,000
Audit: 5,410
Tort-Liability: 27,100
Social Security: 27,600
Total: 286,762

The total rate estimate is .002244.

6.) Director's Evaluation

The Board was presented with an evaluation instrument compiled from two separate instruments for use in the upcoming Director's Evaluation. They discussed the categories, ranking system, and the evaluation process. The Director's Evaluation will take place at the February meeting during Closed Session per the Open Meetings Act (5 ILCS 120/2.01).

Approved Motion: The board voted unanimously to approve the new Director's Evaluation instrument. (Motion: C. Leighton; Second: R. Vogel)

7.) FY25-FY29 Strategic Plan

Jessica Sparenberg presented the board with a draft of the FY25-FY29 Strategic Plan. The board discussed the goals outlined in the Strategic Plan, as well as a graphic of the plan to be posted to the library website. Jessica will bring a formalized draft and graphic of the FY25-FY29 Plan for the February meeting for final review and potential approval.

Adjournment: The meeting was adjourned at 4:33 p.m. (Motion: R. Vogel; Second: K. Freiley)

Attest: _____
Secretary

Date: _____