

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for March 20, 2024—4:00 p.m.**

**A.) Call to Order**

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

**Absent:** None

**Staff Present:** Jessica Sparenberg

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

**Approved Motion:** Hearing no objections or corrections, the February 21, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: K. Freiley; Second: J.Emmons).

**Approved Motion:** Hearing no objections or corrections, the February 21, 2024 minutes for the closed Executive Session Meeting were approved by unanimous vote. (Motion: N. Jackson; Second: C. Ludlum).

**C.) Public Comments**

**D.) Communications**

**FY24 HVAC Project Update**

Jessica Sparenberg presented the board with an updated timeline for work conducted during the FY24 HVAC Project. She stated that the project was progressing as planned and that all work should be finished and billed out before the conclusion of the fiscal year on April 30, 2024.

**Leap of Kindness Day**

Jessica Sparenberg shared that she and staff weeded over 400 titles from the Large Print section of the Library to donate to area nursing homes as part of the library's contribution to the Chamber of Commerce's Leap of Kindness Day, held February 29, 2024.

**Statements of Economic Interest**

Jessica Sparenberg stated that she would be sending out Statements of Economic Interest received from the County Office at the end of March, certified delivery. She requested that any board members who did not intend to send their letter themselves, deliver them to her at the library as part of the package.

**Art Donation from Snowman Studios**

Jessica Sparenberg stated that the library had received a donation from Snowman Studios on Leap of Kindness Day. The donation took the form of a hand-rendered depiction of the library's former location

on Chestnut Street. Jessica stated that the circulation manager would obtain a commemorative plaque, depicted the date of donation, the creators, and a description of the picture. It, and the picture, will be hung in a prominent position for the public to enjoy.

### **Open Meetings Act Certificates**

Jessica Sparenberg reminded board members to complete their annual Open Meetings Act training, and to submit certificates to her for the library file.

### **Director's Activities in February 2024**

Director activities in February: Rural Director's Group, Rotary Meetings, RAILS City Director's Group

### **E.) Director's Report**

#### **1.) Consent Agenda for February 2024**

**Approved Motion:** The board voted unanimously to approve the consent agenda for February 2024 (Motion: A. Barbknecht; Second: K. Freiley).

#### **2.) Investment Policies**

Jessica Sparenberg presented the MidAmerica National Bank Annual Investment Policy to the board. Trustees reviewed the MidAmerica policy, and the library policy.

**Approved Motion:** The board voted unanimously to approve the Library Investment Policy and the MidAmerica National Bank Annual Investment Policy for FY25. (Motion: J. Emmons; Second: K. Vollmar)

#### **3.) Tax Levy Request Letter**

Jessica Sparenberg presented the Local Library Letter Notifying Municipality of Levy Request in the following amounts:

Corporate @ .15 (5% increase over the 2023 Levy amount of \$184,880)	194,150
Audit	5,750
IMRF	33,365
Social Security/Medicare	27,980
Tort/Liability/Safety	27,100
Total	288,345

#### **4.) FY25 Budget**

Jessica Sparenberg distributed the first draft of the FY25 budget to the members of the board. The board discussed several ideas, including the inflation rates, staff salaries and possible capital expenditures. The board decided to table the budget until the April meeting.

**5.) Transfer of Funds from Reserve Account to Checking Account for FY24 HVAC Project**

Jessica Sparenberg presented the board with a corporate resolution to transfer monies in the amount of \$220,000 from the library's reserve account to the library's checking account to pay the remaining costs associated with the library's FY24 HVAC Project.

**Approved Motion:** The board voted unanimously to approve the corporate resolution for transfer. (Motion: J. Emmons; Second: A. Barbknecht)

**6.) Trustee Reappointments and Vacancy**

The board chose nominees, via ballot measure, for the current vacant seat on the Board of Trustees, as well as the anticipated vacancy at the conclusion of FY24, following the resignation of Keely Vollmar. The vacancy, following the resignation of Chris Leighton, will conclude its' term on April 30, 2025.

**Approved Motion:** The board voted unanimously to have Jessica Sparenberg offer the position of trustee to Carol Davis for the current vacancy, and Sue Freiley for the upcoming vacancy at the end of FY24. Upon their acceptance, Jessica will submit these recommendations to the mayor for approval. (Motion: J. Emmons; Second: K. Freiley).

**7.) Program Room Policy**

Jessica Sparenberg shared that she had received several requests from members of the public asking to use the library's program room space for various purposes, including social group meetings, non-public agency programs, job interviews, and social services community space use. These requests fall outside of the what Program Policy states is allowable use for the Program Room space. The current policy is up for revision this year. The board discussed the policy, as well as the Program Policies of other community spaces. Discussion was tabled for the April meeting.

**Elson Circle Fencing**

Jessica Sparenberg shared the design received from Graham & Hyde Architects, Inc., which contained the changes requested to the previous design presented at the February meeting.

**Approved Motion:** The board voted unanimously to approve the design to solicit quotes for the Elson Circle Fencing Project, slated to occur in FY25. (Motion: A. Barbknecht; Second: K. Freiley)

**Adjournment:** The meeting was adjourned at 4:55 p.m. (Motion: J. Emmons; Second: N. Jackson)

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

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