

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

A.) Call to Order

Present: Kevin Meade, Kim Freiley, Keely Vollmar, Cathy Ludlum, Jana Emmons, Nate Jackson, Andrea Barbknecht, Carol Davis

Absent: Rhonda Vogel

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the March 20, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: K. Freiley; Second: J.Emmons).

C.) Public Comments

Jessica Sparenberg shared two comments left in the comment box, both of which expressed patron satisfaction and gratitude for the library.

D.) Communications

Charles D. Ingersoll Trust

Jessica Sparenberg stated that the Charles D. Ingersoll Trust market value as of March 31, 2024 was \$27,296,684.54. She also reported that the next Charles D. Ingersoll Trust quarterly meeting would take place on April 24th, 2024 at 1:30 p.m.

Statements of Economic Interest Mailed

Jessica Sparenberg stated that Statements of Economic Interest had been mailed to, received, and filed by the Fulton County Clerk's Office.

Reference Survey

Jessica Sparenberg stated that the annual Reference Survey, required to file the Illinois Public Library Annual Report, had been completed in March.

Resignation of Catherine Calvert and New Employee

Jessica Sparenberg shared that Catherine Calvert had tendered her resignation with the library. Interviews had been conducted, and a new candidate selected, pending a successful background check.

Update on City Health Insurance Plan

Jessica Sparenberg shared that the Health Insurance Committee met twice in the month of April to discuss renewal rates for the City's Health Insurance Plan through Blue Cross, Blue Shield. Having attended the meetings, she altered the FY25 Salary Budget to accommodate the new premiums.

Director's Activities in March 2024

Director activities in February: Social Work in Libraries Group, Meeting with Amanda Atchley of the Canton Park District, Rural Director's Group, Director's Luncheon, Rotary Meetings.

E.) Director's Report

1.) Consent Agenda for March 2024

Approved Motion: The board voted unanimously to approve the consent agenda for March 2024 (Motion: N. Jackson; Second: C. Ludlum).

2.) Recommended Board Candidates for Mayoral Appointment

Jessica Sparenberg stated that the terms of Carol Davis and Kim Freiley were up as of May 2024, and both intend to seek re-appointment. Sue Freiley's name will also be submitted to the Mayor for Trustee appointment, following the resignation of Keely Vollmar, effective April 30, 2024.

Approved Motion: The board voted unanimously to submit the names of Kim Freiley, Carol Davis, and Sue Freiley to the mayor for appointment to the Board of Trustees. (Motion: A. Barbknecht; Second: K. Vollmar)

3.) Program Room Policy

Jessica Sparenberg presented the Board of Trustees with the first draft of a new Program Room Policy, compiled by Nate Jackson. The Board discussed the draft, and amendments, as well as the addition of application for use of the Program Room by non-library entities. The discussion was tabled for the May 15, 2024 meeting.

4.) Personnel Policy

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

Approved Motion: The board voted unanimously to approve the Personnel Policy. (Motion: J. Emmons; Second: N. Jackson)

Interlibrary Loan Policy

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

Approved Motion: The board voted unanimously to approve the Interlibrary Loan Policy. (Motion: K. Vollmar; Second: K. Freiley)

5.) FY25 HVAC Contingency Allowance Overages

Jessica Sparenberg shared that the FY25 HVAC Project has steadily progressed and was in its' final phases. She was presented with two necessary additions to the work by Doug Bentzinger of Graham & Hyde Architects, Inc. Both additions exceeded the 10% Contingency Allowance originally agreed to by the Board of Trustees upon acceptance of the bid, the first in the amount of \$5,250, and the second in the amount of \$4,034.15, for a combined total of \$9,284.15.

Approved Motion: The board voted unanimously to approve the contingency overage of \$5,250. (Motion: N. Jackson; Second: C. Ludlum).

Approved Motion: The board voted unanimously to approve the contingency overage of \$4,034.15. (Motion: A. Barbknecht; Second: J. Emmons)

6.) Closed Session Meeting Recording

The Board reviews any recordings from Executive Closed Sessions every six months to determine if those recordings can be released. The Executive Closed Session meeting recordings 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 retain the Closed Session Meeting Recordings until the next review in six months. (Motion: K. Freiley; Second: K. Vollmar)

Winsor/Downey Day Updates

Jessica Sparenberg shared that she and Elizabeth Martindale had approved a quote for 670 "My Books Summer" book bundles for distribution to children in the Canton Union School District ages pre-k to 2nd grade, as with last year, in the amount of \$19,857.19. She shared that the library had also received its' first distribution from the Winsor Downey Fulton County Young Readers Endowment Fund, a year ahead of schedule, in the amount of \$6,600. This amount will be used for Winsor/Downey Day events and for book bundles in future years. Winsor/Downey Day is slated to occur on Friday, May 31st, 2024, from 11 a.m. to 2 p.m. at the Donaldson Center.

FY25 Budget

Jessica Sparenberg shared second drafts of the FY25 budgets with the board members for review. Board members felt that the addition of Niche Academy would be helpful for patron and staff training, as well as revising the website to update the layout, content, and upload download speeds. Jessica also shared that she had amended the salary budget to reflect the current Health Insurance Rates agreed upon at the Health Insurance Committee Meetings.

Approved Motion: The board voted unanimously to approve the FY25 Budgets. (Motion: J. Emmons; Second: N. Jackson)

Non-Resident Fee

Annually the Board must decide if it will issue non-resident cards and at what cost. Using the general mathematical formula recommended by the Illinois State Library, the fee for those patrons living outside the City of Canton limits would be calculated as follows:

\$127,768,017 (Canton 2023 estimated rate setting EAV) x .002289 (Library estimated tax rate) = 292.461
292.461 ÷ 13,242 (2020 Canton population) = \$22.09 per person
\$22.09 per person x 2.24 (2015-2019 census estimate for household size in Canton) = \$49.48

The Board can round this figure up to \$50.00 per household. The Cards for Kids Act allows the library to not charge a non-resident fee to children aged birth through grade 12 living outside the city limits in unserved areas. In addition, disabled veterans with a 70% disability are not to be charged a non-resident fee either.

Approved Motion: The board voted unanimously to approve the non-resident fee at \$50 per household.
(Motion: C. Ludlum; Second: A. Barbknecht)

Adjournment: The meeting was adjourned at 4:45 p.m.
(Motion: C. Davis; Second: N. Jackson)

Attest: _____
Secretary

Date: _____