

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for May 15, 2024—4:00 p.m.—Meeting #1**

**A.) Call to Order**

**Present:** Kevin Meade, Cathy Ludlum, Jana Emmons, Nate Jackson, Sue Freiley, Carol Davis

**Absent:** Rhonda Vogel, Andrea Barbknecht, Kim Freiley

**Staff Present:** Jessica Sparenberg

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

**Approved Motion:** Hearing no objections or corrections, the April 17, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: N. Jackson; Second: J. Emmons).

**C.) Public Comments**

**D.) Communications**

**FY24 HVAC Project Update**

Jessica Sparenberg stated that the FY24 HVAC Project had a projected end date of May 21, 2024.

**IPLAR & Annual Library Report**

Jessica Sparenberg shared that she was in the process of completing the Illinois Public Library Annual Report and the Annual Report for the board to review and approve at the June 19, 2024 meeting.

**Tax Distribution Received**

Jessica Sparenberg stated that the library had received a distribution of \$11,585.38 that she had initially attributed to being the first distribution for the new fiscal year, but was, in fact, the last distribution carried over from 2023.

**Winsor/Downey Day and Summer Reading Program Update**

Jessica Sparenberg shared that she and library personnel had received and delivered 670 book bundles to all children registered in the Canton Union School District aged pre-school through 2<sup>nd</sup> grade, and that the date for Winsor/Downey Day had been decided for May 31, 2024 at the Donaldson Center. She shared activities and time frame for Summer Reading 2024, the theme was which was “Read, Renew, Repeat”.

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

Director activities in April: Rotary Meetings, Rotary Fund Drive, Health Insurance Committee Meetings, TIF Report Review Meeting, RAILS City Director's Meeting, Charles D. Ingersoll Trust Meeting.

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

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

**Approved Motion:** The board voted unanimously to approve the consent agenda for April 2024 (Motion: C. Ludlum; Second: S. Freiley).

#### **2.) Program Room Policy**

Jessica Sparenberg discussed the progress made on the Program Room Policy thus far, including providing examples of Program Room Policies from other libraries, as well as applications for rental of the space, to Nate Jackson. Mr. Jackson shared that he had not yet completed a template for board review. The board tabled this discussion for the June 19, 2024 meeting.

#### **3.) Identity Protection Policy**

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

**Approved Motion:** The Board voted unanimously to approve the Identity Protection Policy. (Motion: C. Davis; Second: N. Jackson)

#### **4.) Notary Public Service Policy**

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

**Approved Motion:** The Board voted unanimously to approve the Notary Public Service Policy. (Motion: C. Davis; Second: S. Freiley)

#### **5.) FY25 Elson Circle Bid Approval**

Jessica Sparenberg stated that she had received two bids in response to the FY25 Elson Circle Fencing Project RFP. Hohulin Fence Co. offered a bid in the amount of \$18,454.00 and S & S Fencing, LLC, offered a bid in the amount of \$13,809.82. The Board President stated that the owner of S & S Fencing company was related to one of the library staff. The board reviewed both bids.

**Approved Motion:** The board voted unanimously to approve the S & S Fencing bid for the FY25 Elson Circle Fencing Project. (Motion: N. Jackson; Second: J. Emmons)

**6.) Final Approval of Trustee Appointments**

Mayor McDowell and the City Council appointed Sue Freiley to fill the vacancy following the resignation of Keely Vollmar, and approved the re-appointments of Kim Freiley and Carol Davis.

**Approved Motion:** The board voted unanimously to accept the Trustee Appointments. (Motion: C. Ludlum; Second: J. Emmons).

**Adjournment:** The first meeting was adjourned at 4:13 p.m. (Motion: N. Jackson; Second: C. Davis)

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

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

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for May 15, 2024—4:13 p.m.—Meeting #2**

**A.) Call to Order**

**Present:** Kevin Meade, Cathy Ludlum, Jana Emmons, Carol Davis, Nate Jackson, Sue Freiley

**Absent:** Rhonda Vogel, Andrea Barbknecht, Kim Freiley

**B.) Public Comments**

There were no public comments.

**C.) Agenda Items**

**1.) Appointment of Library Officers for FY25**

Following the resignation of Keely Vollmar from the Board of Trustees, the vacancy for Secretary was left open for FY25. Sue Freiley volunteered to fill this officer position.

**Approved Motion:** The board voted unanimously to accept Sue Freiley’s offer to be Secretary, and to retain the current slate of officers as listed below for FY25. (Motion: C. Davis; Second: C Ludlum)

President:	Kevin Meade
Vice-President:	Cathy Ludlum
Secretary:	Sue Freiley
Treasurer:	Jana Emmons

**2.) Freedom of Information Act Policy FY25**

**Approved Motion:** The board voted unanimously to accept the FY25 Freedom of Information Act Policy. (Motion: N. Jackson; Second: J. Emmons)

**Adjournment:** The meeting was adjourned at 4:20 p.m.

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

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