

Parlin-Ingersoll Public Library Board of Trustees
Minutes for June 19, 2024—4:00 p.m.

A.) Call to Order

Present: Kevin Meade, Cathy Ludlum, Nate Jackson, Sue Freiley, Carol Davis, Rhonda Vogel, Andrea Barbknecht, Kim Freiley

Absent: Jana Emmons

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

An amendment to the agenda was proposed regarding the approval of the meeting minutes to reflect the second meeting following the regular monthly May 15, 2024 meeting. An amendment was proposed to the meeting minutes to reflect the absence of Kim Freiley from the May 15, 2024 meetings.

Approved Motion: The amendments to the agenda regarding the approval for the second meeting minutes from the May 15, 2024 meetings were approved by unanimous vote. (Motion: N. Jackson; Second: R. Vogel)

Approved Motion: Following the amendments, the May 15, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: N. Jackson; Second: S. Freiley).

Approved Motion: Following the amendments, the May 15, 2024 minutes for the second meeting were approved by unanimous vote. (Motion; C. Davis; Second: R. Vogel)

C.) Public Comments

D.) Communications

FY24 Per Capita Received

Jessica Sparenberg stated that the FY24 Per Capita Grant application from the Illinois State Library had been approved and the library had been awarded funds in the amount of \$19,664.37.

First Tax Settlement Sheet Received

Jessica Sparenberg shared that the library had received its' first tax distribution and settlement sheet for FY25 in the amount of \$50,309.16.

Winsor-Downey Day Update

Jessica Sparenberg shared that the second annual Winsor-Downey Day had gone off successfully, with great attendance. She shared that the event had been attended by Susan, daughter of Jon Winsor, and her son, Jon. Jessica shared that details about the event, including the performers, and public participation.

Security Camera Server Installed

Jessica Sparenberg shared that the security camera server had been successfully installed by FSS Technologies.

FY 24 HVAC Project Concluded

Jessica Sparenberg shared that the FY24 HVAC Project had largely concluded. She stated that while the new AC Unit and Air Handling Unit were running successfully, there appeared to be issues regarding the existing duct work funneling the air to the appropriate service location. She shared that PIPCO had remotely accessed the system and had done as much as possible to get maximum output from the new unit. She shared that she would be contacting Merit Mechanical to look into what the library can do this year to shore up the duct work, and that next year's budget discussions may include a capital project to fully repair the duct work.

Director's Activities for May 2024

Director activities in April: Rotary Meetings, Rural Director's Meeting, Rural Initiatives Grant Meeting, RAILS City Director's Meeting, Meetings with PIPCO and Graham & Hyde.

E.) Director's Report

1.) Consent Agenda for May 2024

Approved Motion: The board voted unanimously to approve the consent agenda for May 2024 (Motion: A. Barbknecht; Second: N. Jackson).

2.) Special Technology Grant Award

Jessica Sparenberg shared that she had been contacted at the end of May by Karen Egan of the Illinois State Library, who informed her that the library had been pre-approved for a grant for technology upgrades to serve the community. Funds were determined following a survey distributed to area libraries to assess need. Jessica Sparenberg completed the required grant proposal and submitted it. The library has been approved to receive funds in the amount of \$27,500. These funds were earmarked for use of increasing wireless internet efficiency, purchasing WiFi hotspots for circulation in the community, a possible laptop/Chromebook, a new commercial printer, fax machine, microfilm reader and possible public copier. These funds must be spent within two years following receipt.

3.) Program Room Policy

Nate Jackson shared a draft of an application he compiled using the library's previous application, as well as examples from other area libraries. Trustees discussed the language of the application, and the current Program Room Policy draft. Mr. Jackson will provide a formalized copy of the Program Room Policy and application at the July 17, 2024 meeting for final approval.

4.) Patrons with Disabilities Act Policy

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

Approved Motion: The Board voted unanimously to approve the Patrons with Disabilities Act Policy. (Motion: R. Vogel; Second: C. Davis)

5.) MidAmerica National Bank Signature Cards

As part of Ms. Freiley's transition to Board Secretary, her signature will be needed to update the library checking account with Ms. Freiley as a signatory and for permission to transfer funds.

Approved Motion: The board voted unanimously to approve updating MidAmerica National Bank checking account signature cards and the names of authorized persons with permission to transfer funds to reflect the new Secretary, Sue Freiley. (Motion: N. Jackson; Second: K. Freiley).

6.) FY24 Annual Library Report

Jessica Sparenberg shared the draft of the FY24 Annual Library Report to be submitted to the Mayors' office. She reviewed highlights of the year, including circulation statistics, and program statistics.

Approved Motion: The board voted unanimously to approve the FY24 Annual Report. (Motion: C. Ludlum; Second: R. Vogel).

7.) Illinois Public Library Annual Report

Jessica Sparenberg shared the draft of the FY24 IPLAR report required by the Illinois State Library. This report will be submitted the Mayors' Office, along with the FY24 Annual Report. The Board President and Secretary were required to digitally sign this report following the meeting for submittal.

Approved Motion: The board voted unanimously to approve the FY24 Illinois Public Library Annual Report. (Motion: N. Jackson; Second: R. Vogel)

8.) Remote Storage through Veeam

Jessica Sparenberg shared that the library's IT Specialist company, Sikich, informed her that the library's cloud storage would be discontinued by July 31, 2024. She shared that Jim Goulden of Sikich had proposed two solutions to replace the current vendor. Trustees reviewed pricing for Veeam Storage Software, and for Datto, Inc. The board concluded that Veeam would be the most efficient and least expensive solution to replace the library's current cloud storage providers.

Approved Motion: The board voted unanimously to accept the proposal from Veeam Storage through Sikich. (Motion: C. Davis; Second: K. Freiley)

Adjournment: The first meeting was adjourned at 4:40 p.m.
(Motion: R. Vogel; Second: N. Jackson)

Attest: _____
Secretary

Date: _____