

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for August 21, 2024—4:00 p.m.**

**A.) Call to Order**

**Present:** Kevin Meade, Cathy Ludlum, Jana Emmons, Kim Freiley, Sue Freiley, Carol Davis, Andrea Barbknecht

**Absent:** Rhonda Vogel, Nate Jackson

**Staff Present:** Jessica Sparenberg

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

**Approved Motion:** Hearing no objections or corrections, the July 17, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: S. Freiley; Second: A. Barbknecht).

**C.) Public Comments**

Jessica Sparenberg shared that she had received a positive comment regarding the library's printing services, and that the patron stated they were glad for the resource. She also shared that a younger patron had left a positive comment about part-time employee, Leslie Postin. Kevin Meade stated that he had received a comment about a patron expressing concern for invasive plants growing into the pine trees located to the right of the patron parking lot. Jessica said she would take care of said problem.

**D.) Communications**

**Paperback Weed**

Jessica Sparenberg shared that she and employees had weeded the paperback section of the library and that much of the material had been put on the sale table or earmarked for donation.

**FY25 Fire Alarm Panel**

Jessica Sparenberg shared that the FY25 Digital Fire Alarm Panel upgrade was slated to occur on September 9<sup>th</sup>-13<sup>th</sup>. The library is not anticipated to close for this upgrade.

**Annual Distribution from Elson Trust**

Jessica Sparenberg shared that the library had received the annual distribution from the Elson Trust in the amount of \$2,768.32.

**Kreiling Roof Repair**

Jessica Sparenberg shared a leak had begun in the non-fiction area following a large storm. Kreiling Roof Repair fixed this leak, but this portion of the roof may continue to deteriorate over time.

## **Elson Circle Fencing Update**

Jessica Sparenberg shared that S & S Fencing were prepared to begin construction of the FY25 Elson Circle Fencing Project, as JULIE had visited and marked the site. Construction is slated to occur with the next 1-2 weeks.

## **Director's Activities for July 2024**

Director activities in July: Rotary Meetings, Rural Director's Meeting, Kid's Fest, ILA Advocacy Committee meeting, Charles D. Ingersoll Quarterly Trust Meeting on July 24<sup>th</sup>, 2024.

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

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

**Approved Motion:** The board voted unanimously to approve the consent agenda for July 2024 (Motion: C. Ludlum; Second: J. Emmons).

### **2.) Closed Session Meeting Minutes**

The Board reviews any Minutes from Executive Closed Sessions every six months to determine if those minutes can be released. The Executive Closed Session meeting minutes for review took place at the February 21<sup>st</sup>, 2024 meeting. During this meeting, the board went into Closed Session discuss the annual Director's Evaluation per 5 ILCS 120/2c3.

**Approved Motion:** The Board voted unanimously to approve the release of the Executive Closed Session Meeting minutes from February 21<sup>st</sup>, 2024. (Motion: C. Davis; Second: K. Freiley)

### **3.) Bi-Centennial Display Hours of Operation Augmentation**

In conjunction with the Bi-Centennial Committee, as well as patron, Robin Henry, the library has agreed to host a walk-through display during the final weekend of the Bi-Centennial Celebrations, set to occur from June 21<sup>st</sup>- June 29<sup>th</sup>, 2025. This display would be open to the public from 9 a.m. to 1 p.m. The library asks that the board approve keeping the Program Room open on the Sunday of June 29<sup>th</sup>, with patron access restricted to the East Side Entrance. The Director shall be present for both days.

**Approved Motion:** The Board voted unanimously to approve the Presentation Display hours for Sunday, June 29<sup>th</sup>, 2025. (Motion: A. Barbknecht; Second: J. Emmons; Recused: C. Davis)

### **4.) Immigration Compliance Policy**

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

**Approved Motion:** The Board voted unanimously to approve the Immigration Compliance Policy. (Motion: S. Freiley; Second: A. Barbknecht)

### **5.) Bloodborne Pathogens Policy**

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

**Approved Motion:** The board voted unanimously to approve the Bloodborne Pathogens Policy. (Motion: J. Emmons; Second: K. Freiley).

#### **6.) Disposal of Surplus Library Materials Policy**

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

**Approved Motion:** The board voted unanimously to approve the Disposal of Surplus Library Materials Policy. (Motion: C. Davis; Second: S. Freiley).

#### **7.) Serving Our Public 4.0 Review Chapters 5-9**

The Board reviewed Chapters 5-9 of *Serving Our Public 4.0 Standards for Illinois Public Libraries* and discussed the library's progress.

#### **8.) Annual Walk-Through of the Library**

After the meeting adjourns, Jessica Sparenberg will complete the annual walk-through of the library with the trustees. Any comments will be discussed at the September meeting.

**Adjournment:** The meeting was adjourned at 4:45 p.m. (Motion: J. Emmons; Second: K. Freiley)

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

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

