

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for October 16, 2024—4:00 p.m.**

**A.) Call to Order**

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

**Absent:** Kim Freiley

**Staff Present:** Jessica Sparenberg

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

**Approved Motion:** Hearing no objections or corrections, the September 18, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: N. Jackson; Second: S. Freiley).

**C.) Public Comments**

**D.) Communications**

**ILA Conference 2024**

Jessica Sparenberg and Carol Davis shared some of the information and takeaways they learned at the annual ILA Conference which took place in Peoria during the second week of October.

**5<sup>th</sup> Tax Settlement Received**

Jessica Sparenberg shared that the library had received its' 5<sup>th</sup> Tax Settlement in the amount of \$84,504.09.

**Donation to Children's Department**

Jessica Sparenberg shared that the library had received a donation from Patty Goyen, in the amount of \$2,000. This amount was earmarked for the Children's Department and will be used for programming and the purchase of books, each of which will include a thank you placard inside identifying the donor.

**Charles D. Ingersoll Trust Meeting**

Jessica Sparenberg shared that the quarterly Charles D. Ingersoll Trust meeting would be taking place on October 23, 2024, at 1:30 p.m., at MidAmerica National Bank.

**Door to Vestibule Repair**

Jessica Sparenberg shared that the door to the vestibule in the library had been repaired successfully, in the amount of \$988.00. She stated that the technician had advised the library to plan to repair the other door as well, when funds allowed.

## **Kreiling Roof Repair**

Jessica Sparenberg shared that the leaks to the roof over the non-fiction section of the library had been successfully patched, in the amount of \$1,057.90. Technicians with Kreiling advised a walk through to assess the extent of work needed to do a full repair, in order to provide an estimate to the board, for budgetary discussions in the new fiscal year.

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

Director activities in September: Rotary Meetings, Rural Director's Meeting, RAILS City Director's Meeting, ILA Advocacy Committee meeting.

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

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

**Approved Motion:** The board voted unanimously to approve the consent agenda for September 2024 (Motion: A. Barbknecht; Second: R. Vogel).

### **2.) FY24 HVAC Project Update**

Jessica Sparenberg shared that technicians with PIPCO and Base2 had built a custom fan inside the new Air Handling Unit in the basement, enabling it to better distribute cool air to the office area of the building. Additionally, technicians had rebuilt the piping structure from the new Air Conditioning Unit to the Air Handling Unit. The units are both running successfully. Final phase of the project includes employee training, to take place later that week.

### **3.) MidAmerica National Bank Transfer of Funds from Checking to Reserve Account**

Jessica Sparenberg presented an authorization to transfer \$110,000 from the library's checking account to the reserve account. This measure is to save for future capital projects, such as the roof replacement, slated to take place in the next few years. Sue Freiley advised the board to allow the funds in the reserve account to remain while interest rates were favorable, rather than reinvesting the funds.

**Approved Motion:** The board voted unanimously to approve the transfer funds in the amount of \$110,000 from the library's checking account to the reserve account. (Motion: J. Emmons; Second: N. Jackson)

### **4.) FY25 Fire Alarm Panel Continuance**

Jessica Sparenberg shared that after the installation of the new digital fire alarm panel and associated smoke alarms, the attending technician noted that there was an area in the basement that had not been addressed in the original work order. These smoke alarms and pull mechanism need to be replaced in order to be compatible with the new digital system. The cost for this change order is \$5,421.54.

**Approved Motion:** The board voted unanimously to approve the change order in the amount of \$5,421.54. (Motion: C. Ludlum; Second: C. Davis)

### **Final Review of Closed Session Recording**

At the April 19, 2023 monthly meeting, the Board of Trustees went into Executive Closed Session following a motion by Chris Leighton, to discuss matters of personnel, per 5 ILCS 120/2c3 to discuss Trustee reappointments for the next year and personnel performance. The Board of Trustees unanimously voted to approve the release of the written minutes of the session at the October 18, 2023 meeting. The Board of Trustees voted unanimously to retain the recorded session at the April 17, 2024 until the next period of review. At this time, the Board was presented with the option to either continue to retain or destroy the recording, per 5 ILCS 120/2.06.

**Approved Motion:** The Board voted unanimously to destroy the recording per 5 ILCS 120/2.06.  
(Motion: C. Ludlum; Second: R. Vogel)

### **Collection Management & Selection Policy, Appendices and Guidelines**

**Approved Motion:** The board voted unanimously to approve the Collection Management Policy and Guidelines. (Motion: S. Freiley; Second: N. Jackson).

**Adjournment:** The meeting was adjourned at 4:30 p.m.  
(Motion: C. Davis; Second: R. Vogel)

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

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