

Parlin-Ingersoll Public Library Board of Trustees
Minutes for November 20, 2024—4:00 p.m.

A.) Call to Order

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

Absent:

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections, the October 20th, 2024, meeting minutes were approved by unanimous vote. (Motion: A. Barbknecht; Second: Sue Freiley).

C.) Public Comments

Jessica Sparenberg shared a positive comment received from a patron complimenting the library's décor and staff.

D.) Communications

New Microfilm Reader Installed

Jessica Sparenberg shared that the library had successfully installed the new ViewScan Microfilm machine located in the genealogy section of the library. This machine was purchased using Special Technology Grant funds received from the Illinois State Library.

6th Tax Settlement Received

Jessica Sparenberg shared that the library had received its 6th tax settlement in the amount of \$144.94.

Kreiling Roof Replacement Proposal Received

Jessica Sparenberg shared that the library had had to patch sections in the 2004 roof portion, and that Kreiling Roofing Company had submitted a proposal to fully repair this section, to assist with budgetary discussions for the upcoming fiscal year. Ms. Sparenberg stated that she had shared this proposal with Graham & Hyde Architects, and shared their feedback with the Board. The library would still need to take bids for this project.

Director's Activities in October 2024

Director activities in October: Rotary Meetings, Rural Director's Meeting, Illinois Library Association Conference in Springfield, Charles D. Ingersoll Trust Meeting.

E.) Director's Report

1.) Consent Agenda for October 2024

Approved Motion: The board voted unanimously to approve the consent agenda for October 2024 (Motion: R. Vogel; Second: N. Jackson).

2.) Christmas Bonuses and Staff Luncheon

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Accordingly, I recommend we award the same level as last year. Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 1 new hire not yet eligible since they have not worked the entire year. The amounts below have been included in the amount budgeted for FY25.

<u>Monetary Award</u>	<u>Eligible Criteria</u>	<u>Eligible Employees</u>	<u>Total Payout</u>
\$150	40 hours per week	6	\$ 900.00
\$100	20 or more hours per week	3	\$ 300.00
\$ 50	12 or more hours per week	0	\$ 00.00
\$ 25	under 12 hours per week	0	\$ 25.00
		8	\$ 1225.00

The library typically closes for the Staff Christmas luncheon. We will be closing 12-2 p.m. on Wednesday, December 18.

Approved Motion: The board voted unanimously to approve the Christmas bonuses. (Motion: A. Barbknecht; Second: C. Davis)

3.) Meeting Schedule for 2025

Approved Motion: The board voted unanimously to approve the 2025 Meeting Schedule, as the third Wednesday of the month, with the exception of December, when no meeting is scheduled. (Motion: N. Jackson; Second: S. Freiley)

4.) FY25 Per Capita Grant

Approved Motion: The board voted unanimously to approve the Per Capita Grant Application for FY25 and the Per Capita Grant Expenditure Report for FY23 for submission to the Illinois State Library. (Motion: C. Ludlum; Second: J. Emmons).

Adjournment: The meeting was adjourned at 4:13 p.m.

(Motion: N. Jackson; Second: R. Vogel)

Attest: _____
Secretary

Date: _____