Parlin-Ingersoll Public Library Board of Trustees
Minutes for September 18, 2024—4:00 p.m.

A.) Call to Order

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

Absent: Jana Emmons

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the August 21, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: S. Freiley; Second: C. Davis).

C.) Public Comments

D.) Communications

Building Updates

Jessica Sparenberg shared that the library had retained the lawn care services of Paul Leitze for the remainder of the summer season. She and the library maintenance man will be maintaining the flower beds for the remainder of the season. Jessica also shared that the non-ADA door in the vestibule to the main entrance of the library required a new hydraulic mechanism, and a new lower hinge. Parts were estimated to be in within a four-week timeframe. Jessica shared that the FY25 HVAC project was still in process, as augmentations to the custom AHU in the basement were required to ensure the full function of the new AC unit.

4th Tax Settlement Received

Jessica Sparenberg shared that the library had received its' 4th Tax Settlement in the amount of $18,719.88.

FY25 Fire Alarm Panel

Jessica Sparenberg shared that the FY25 Digital Fire Alarm Panel upgrade was completed successfully and without issue.

FY25 Elson Circle Fencing Project

Jessica Sparenberg shared that the FY25 Elson Circle Fencing project had concluded successfully, and that the library had already received several positive comments from the public.

New Employee

Jessica Sparenberg shared that the library had hired another part-time page and circulation clerk, Sarah Carpentier, following the exit of Sydney Markello.

Friendship Festival Parade

Jessica Sparenberg shared that the library had walked in the 2024 Friendship Festival, and had distributed several books to attending children.

Director's Activities for August 2024

Director activities in August: Rotary Meetings, Rural Director's Meeting, ILA Advocacy Committee meeting, RAILS Interview for Find More Illinois interlibrary loan service.

E.) Director's Report

1.) Consent Agenda for August 2024

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

2.) FY24 Audit

Trustees were furnished with a draft copy of the FY24 Audit at the August meeting for review and approval at the September meeting. Copies of the final audit will be sent to the Mayor, Fulton County Clerk, and Fulton County Treasurer. In addition, notification of its availability will be placed in the newspaper. An electronic copy will be placed on the website, and a print copy will be available at the front desk.

Approved Motion: The Board voted unanimously to approve FY24 Audit. (Motion: R. Vogel; Second: C. Ludlum)

3.) Serving Our Public 4.0 Review Chapters 10-13

The Board reviewed Chapters 10-13 of *Serving Our Public 4.0 Standards for Illinois Public Libraries* and discussed the library's progress.

4.) Review of FY2025-2029 Strategic Plan

The Board discussed the goals listed in the plan as well as the progress made in the past year.

Family Photography Event on Nov. 2

Jessica Sparenberg shared that the library Adult Services Coordinator, Michelle Lockwood, was going to be once again offering a free-to-the-public studio photography event on November 2, 2024, a Saturday. This is an event that would be broken into 15-minute sessions per family. Ms. Lockwood requested that the hours for this day be extended from 9 a.m.-1 p.m. to 8 a.m.-2 p.m., so that more people could register and take advantage of the event.

Approved Motion: The Board voted unanimously to approve extending the hours on Saturday, November 2, 2024 from 9 a.m. to 1 p.m. to 8 a.m. to 2 p.m. (Motion: N. Jackson; Second: C. Davis)

Adjournment: The meeting was adjourned at 4:58 p.m.
(Motion: S. Freiley; Second: K. Freiley)

Attest: _____   Date: _____
        Secretary