

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for February 19, 2025—4:00 p.m.**

**A.) Call to Order**

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

**Absent:** Jana Emmons

**Staff Present:** Jessica Sparenberg

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

**Approved Motion:** Hearing no objections or corrections, the January 15, 2025 minutes for the regular meeting were approved by unanimous vote. (Motion: N. Jackson ; Second: R. Vogel).

**C.) Public Comments**

Jessica Sparenberg shared two positive comments from the public regarding staff performance and experiences. Kevin Meade shared a comment he had received from the President of the Fulton County Historical and Genealogical Society regarding the possible placement of another sign indicating where the genealogical section was in the library.

**D.) Communications**

**Theft of Library Goods**

Jessica Sparenberg shared that on Monday, February 17<sup>th</sup>, a community member came into the library, filled a library shopping basket with books, and exited the building through the emergency exit located on Ave B. She stated that she had contacted police, who obtained still images of the individual from the library's security footage, and officers had inquired about the possibility of pressing charges. Ms. Sparenberg informed law enforcement that that was a Board decision. She told the board she would share updates from the police as the case progressed, so that trustees could discuss any further steps at the March meeting.

**Window Replacement in the Children's Area**

Jessica Sparenberg shared that staff had noticed that there were two panels in the Children's Area that had significant chips in them. The panels were successfully installed by Baer Glass, Inc. on Tuesday, February 18 in the amount of \$1,610.27.

**Statements of Economic Interest**

Jessica Sparenberg stated that, as the list for the Statements of Economic Interest had been submitted to the County Clerk, trustees could anticipate their letter arriving in the mail in near future. She shared that she had received emails from concerned trustees that they had not received their letters yet. She stated that the Fulton County Clerk had made her aware that there were forms available to download online

that Trustees could fill theirs out immediately if they were concerned that their letters had not yet arrived in the mail. She stated that statements ought to be received by May 1<sup>st</sup>, and suggested trustees could bring them to her at the library to mail in one certified delivery by the April meeting, or they could mail them back themselves.

### **ICE Raids in Illinois**

Jessica Sparenberg shared that there had been concerns amongst other area libraries about the possibility of raids from personnel at the U.S. Immigration & Customs Enforcement Agency. She said that she had reviewed all appropriate procedures with staff at the library, should an incident of this nature occur.

### **New Website Launched**

Jessica Sparenberg shared that the new library website had officially been launched. Trustees shared their concern about the graphics appearing blurry or stretched. Ms. Sparenberg said she would review training with employees to try and sharpen images when they are loaded onto the website.

### **COVID Update**

Jessica Sparenberg shared that she had contracted COVID in February. No other employees were affected.

### **Director's Activities in January 2024**

Director activities in January: City Director's Luncheon, Rotary Meetings, RAILS City Director's Group, Charles D. Ingersoll Trust Meeting, ILA Advocacy Group, Long Term Recovery Group

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

#### **1.) Consent Agenda for January 2025**

**Approved Motion:** The board voted unanimously to approve the consent agenda for January 2025 (Motion: A. Barbknecht; Second: C. Davis).

#### **2.) Trustee Reappointments and Vacancy**

Jessica Sparenberg shared that the terms of Andrea Barbknecht, Rhonda Vogel, and Nate Jackson would expire on May 1, 2025. These trustees stated they would like to renew their terms.

#### **3.) Investment Policies**

Jessica Sparenberg presented and reviewed the MidAmerica National Bank Annual Investment Policy with the board, as well as the annual Library Investment Policy, which had no changes.

**Approved Motion:** The board voted unanimously to approve the MidAmerica National Bank Annual Investment Policy and the Library's Investment Policy. (Motion: N. Jackson; Second: C. Davis).

#### **4.) Open Meetings Act Training**

Jessica Sparenberg reminded the board to please complete their annual Open Meetings Act Training and to provide her with a copy of the certificate of completion for the library files. She shared that the website had changed, and provided trustees with instructions for completing OMA training via the new website.

#### **5.) Closed Session Recording**

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

**Approved Motion:** The board voted unanimously retain the Executive Closed Session Recording until the next period of review. (Motion: C. Ludlum; Second: N. Jackson).

#### **Director's Evaluation**

Trustees at this time went into Executive Closed Session to discuss the results of individual Trustee evaluations submitted to the Board President prior to the meeting, for Jessica Sparenberg, Library Director for 2024.

**Approved Motion:** The board voted unanimously at 4:23 p.m. to go into Executive Closed Session per 5 ILCS 120/2 (c) 1. (Motion: R. Vogel; Second: S. Freiley)

**Approved Motion:** The board voted unanimously to conclude the Executive Closed Session at 4:33 p.m. (Motion: A. Barbknecht; Second: C. Davis)

**Approved Motion:** The board voted unanimously to approve the Director's Evaluation for 2024. (Motion: N. Jackson; Second: S. Freiley)

**Adjournment:** The meeting was adjourned at 4:34 p.m. (Motion: K. Freiley; Second: K. Meade)

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

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