

Parlin-Ingersoll Public Library Board of Trustees

Minutes for April 16, 2025—4:00 p.m.

A.) Call to Order

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

Absent:

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Following corrections to dates and attendees, the March 19, 2025 minutes for the regular meeting were approved by unanimous vote. (Motion: N. Jackson; Second: R. Vogel).

C.) Public Comments

Jessica Sparenberg shared a comment left in the comment box, which expressed patron satisfaction and gratitude for the library.

D.) Communications

Introduction of Robin Henry to the Board

Jessica Sparenberg invited Robin Henry to attend the April Board meeting, should she have questions for trustees, or vice versa. Board members introduced themselves and welcomed her to the meeting.

Charles D. Ingersoll Trust

Jessica Sparenberg stated that the Charles D. Ingersoll Trust market value as of March 31, 2025 was \$27,730,848.20. She also reported that the next Charles D. Ingersoll Trust quarterly meeting would take place on April 23rd, 2025 at 1:30 p.m. at the MidAmerica National Bank.

Statements of Economic Interest

Jessica Sparenberg stated that she had collected Statements of Economic Interest and would be dropping them off directly at the Fulton County Clerk's Office the following business day to be filed.

Reference Survey

Jessica Sparenberg stated that the annual Reference Survey, required to file the Illinois Public Library Annual Report, had been completed in March.

Winsor Downey Distribution Received

Jessica Sparenberg shared that the annual distribution from the Winsor Downey Trust had been received in the amount of \$7,182.34.

Update on Library Theft

Jessica Sparenberg shared that the State's Attorney had contacted her via letter as to the proceeding of the case surrounding a theft of library goods which occurred on February 17th, 2025. The suspect had been taken into custody and charged, and received his sentence of \$439 in court costs, two-years conditional discharge, and no contact with the library.

Director's Activities in March 2025

Director activities in February: Rotary Meetings, Rural Director's Group, Director's Luncheon, City Library Director's Group, ILA Advocacy Committee, Long Term Recovery Group, Ala Townhall meeting.

E.) Director's Report

1.) Consent Agenda for March 2025

Approved Motion: The board voted unanimously to approve the consent agenda for March 2025 (Motion: N. Jackson; Second: R. Vogel).

2.) Recommended Board Candidates for Mayoral Appointment

Jessica Sparenberg stated that the terms of Andrea Barbknecht, Rhonda Vogel, and Nate Jackson were up as of May 2025, all of whom intend to seek re-appointment. Robin Henry's name will also be submitted to the Mayor for Trustee appointment, following the resignation of Jana Emmons, effective April 30, 2025.

Approved Motion: The board voted unanimously to submit the names of Andrea Barbknecht, Rhonda Vogel, Nate Jackson, and Robin Henry to the mayor for appointment to the Board of Trustees. (Motion: C. Davis; Second: K. Freiley)

3.) Officers for FY26

Jessica Sparenberg stated that as Jana Emmons was retiring from the board, the officer position of Treasurer would need to be filled. Board members discussed whom would be available to take on the position, with Sue Freiley volunteering to be Treasurer, and Carol Davis volunteering to be Secretary, which was held by Sue Freiley in FY25.

Winsor Downey Day Updates

Jessica Sparenberg discussed the progress with purchasing book bundles for area children aged Kindergarten through 2nd grade, totaling \$7,663, plus shipping. Book bundles should be received by the first week of May for distribution. She also outlined events to take place on Winsor Downey Day, to include entertainment provided by M & K Parties, a balloon artist, a face painter, a food truck provided by Eats, and outdoor games. She invited board members to attend and said that invitations to attend would be extended to the families of Dave Downey, and John Winsor.

FY26 Budget

Jessica Sparenberg shared second drafts of the Income and Expense FY26 budgets with the board members for review. Board members discussed upcoming capital projects to include a server replacement and Polaris software upgrade and migration, and a landscaping project. The estimated cost for both totaled \$79,500.

Approved Motion: The board voted unanimously to approve the FY26 Budgets. (Motion: R. Vogel; Second: N. Jackson)

Non-Resident Fee

Annually the Board must decide if it will issue non-resident cards and at what cost. Using the general mathematical formula recommended by the Illinois State Library, the fee for those patrons living outside the City of Canton limits would be calculated as follows:

**$\$127,768,017$ (Canton 2023 estimated rate setting EAV) \times $.002289$ (Library estimated tax rate) = 292.461
 $292.461 \div 13,242$ (2020 Canton population) = $\$22.09$ per person
 $\$22.09$ per person $\times 2.24$ (2015-2019 census estimate for household size in Canton) = $\$49.48$**

The Board can round this figure up to \$50.00 per household. The Cards for Kids Act allows the library to not charge a non-resident fee to children aged birth through grade 12 living outside the city limits in unserved areas. In addition, disabled veterans with a 70% disability are not to be charged a non-resident fee either.

Approved Motion: The board voted unanimously to approve the non-resident fee at \$50 per household. (Motion: C. Davis; Second: A. Barbknecht)

Adjournment: The meeting was adjourned at 4:40 p.m.
(Motion: N. Jackson; Second: S. Freiley)

Attest: _____
Secretary

Date: _____