

Parlin-Ingersoll Public Library Board of Trustees
Minutes for May 21, 2025—4:00 p.m.—Meeting #1

A.) Call to Order

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

Absent:

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the April 16, 2025 minutes for the regular meeting were approved by unanimous vote. (Motion: A. Barbknecht; Second: N. Jackson).

C.) Public Comments

Jessica Sparenberg shared two public comments received that expressed positive feedback for the library's services, collection, and staff.

D.) Communications

Board Member Appointment

Jessica Sparenberg shared that due to a miscommunication between the library and the City of Canton, Robin Henry's appointment to the board had not yet taken effect. Jessica stated that after speaking to Carol Koehler, she had been assured that Robin Henry's appointment would be in the Mayor's consent agenda for the first city council meeting in June.

Clearview Optelec Desktop Magnifier Donation

Jessica Sparenberg shared that the library had received a Clearview Optelec Desktop Magnifier as a donation from a community member. This device is used to magnify content in printed items, such as newspapers, periodicals, and books, for the visually impaired. The library had initially planned to purchase a similar device using FY25 Technology Grant funds. This unit will be installed in the Quiet Reading room.

FY26 Phone System Conversion Completed

Jessica Sparenberg stated that the FY26 Phone System Conversion project had been completed successfully.

IPLAR & Annual Library Report

Jessica Sparenberg shared that she was in the process of completing the Illinois Public Library Annual Report and the Annual Report for the board to review and approve at the June 18, 2025 meeting.

Winsor/Downey Day and Summer Reading Program Update

Jessica Sparenberg reviewed details regarding plans for Winsor/Downey Day, and Summer Reading for 2025. The date for Winsor/Downey Day had been scheduled for May 30, 2025 at the Donaldson Center from 11 a.m. to 2 p.m. She shared activities for Winsor/Downey Day, and for Summer Reading 2025, the theme was which was “Parlin-Ingersoll Goes Undercover”.

Winsor/Downey Book Bundles Delivered

Jessica Sparenberg shared that book bundles had been distributed to all registered children in the Canton School District, from Kindergarten through 2nd grade. The total amount delivered was 434, with several additional bundles purchased for any homeschool households with children in this age range. Scholastic, Inc., provided 87 book bundles in addition to the purchased amount at no charge, which will be used for prizes, and to hand out during the Friendship Festival Parade in September.

Director’s Activities in April 2025

Director activities in April: Rotary Meetings, Long Term Recovery Group Meeting, TIF Report Review Meeting, Rural Director’s meeting, ILA Advocacy Meeting, FOIA webinar via National Public Libraries.

E.) Director’s Report

1.) Consent Agenda for April 2025

Approved Motion: The board voted unanimously to approve the consent agenda for April 2025 (Motion: C. Davis; Second: K. Freiley).

2.) Library Closure for FY26 Server Replacement & Staff Training

Jessica Sparenberg shared that a date had been solidified for the FY26 Server Replacement and Software Migration project for Tuesday, July 22, 2025. She shared that she had also been in contact with Susan Kaufman, of Peoria Public Library, to schedule employee training regarding how to use the library databases to perform minor genealogical search operations, such as obituary and birth announcement searches, on behalf of patrons. Ms. Kaufman had agreed to July 22 as a training date, and a representative with IMRF will also be visiting the library to present any changes regarding the retirement plan with staff, and to have individual consultation with employees. Ms. Sparenberg asked that the Board of Trustees authorize the library to be closed to the public on Tuesday, July 22, 2025, to allow for all scheduled events to take place.

Approved Motion: The Board voted unanimously to close to the public on Tuesday, July 22, 2025 to allow for the FY26 Server Replacement & Staff Training to occur. (Motion: R. Vogel; S. Freiley)

3.) FY26 Library Landscaping Project

Jessica Sparenberg shared that she had been in communication with Jerime Gendron, of Gendron's Landscaping Construction, LLC., to schedule a time and day to meet at the library and discuss details regarding the FY26 Landscaping Project. Previous consultations between Kim Bunner and Mr. Gendron had covered some details regarding what sorts of shrubs or flora would be installed at the library; particularly those that are visually appealing, hardy, and low-maintenance. Ms. Sparenberg stated that Jerime had been told that the library had had a master gardener, Terry Meade, that Ms. Bunner had wished to be included as a consultant. Ms. Sparenberg said that when the date and time for the walkthrough had been scheduled, she would inform the board, and Ms. Meade, so that any who wished to attend and provide feedback could do so. The projected start date for this project will be late July, or early August.

4.) Director Remote Internship

Jessica Sparenberg shared that she had been assigned her remote internship site at the Pacific-Northwest University of Health Sciences, as part of her ongoing pursuit of her Masters' Degree in Information and Library Sciences. She shared that she would be working in the academic library therein, and would likely be compiling a community health guide, in addition to other assigned duties. She further shared that as this was a remote assignment, this should not infringe on her attendance or duties to the library.

5.) Final Approval of Trustee Appointments

Mayor McDowell and the City Council approved the re-appointments of Andrea Barbknecht, Rhonda Vogel, and Nate Jackson.

Approved Motion: The board voted unanimously to accept the Trustee Appointments. (Motion: S. Freiley; Second: K. Freiley).

Adjournment: The first meeting was adjourned at 4:26 p.m.
(Motion: R. Vogel; Second: N. Jackson)

Attest: _____
Secretary

Date: _____

Parlin-Ingersoll Public Library Board of Trustees
Minutes for May 21, 2025—4:26 p.m.—Meeting #2

A.) Call to Order

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

Absent:

B.) Public Comments

There were no public comments.

C.) Agenda Items

1.) Appointment of Library Officers for FY26

Following the resignation of Jana Emmons from the Board of Trustees, the vacancy for Treasurer was left open for FY26. Sue Freiley volunteered to fill this officer position, leaving a vacancy for Secretary. Carol Davis volunteered to fill this officer position.

Approved Motion: The board voted unanimously to accept Sue Freiley's offer to be Treasurer, and Carol Davis' offer to be Secretary, and to retain the current slate of officers as listed below for FY26. (Motion: N. Jackson; Second: A. Barbknecht)

President:	Kevin Meade
Vice-President:	Cathy Ludlum
Secretary:	Carol Davis
Treasurer:	Sue Freiley

2.) Freedom of Information Act Policy FY26

Approved Motion: Following a minor correction to the list of library trustees, the board voted unanimously to accept the FY26 Freedom of Information Act Policy. (Motion: C. Ludlum; Second: R. Vogel)

Adjournment: The meeting was adjourned at 4:31 p.m.
(Motion: N. Jackson; Second: K. Freiley)

Attest: _____
Secretary

Date: _____