

Parlin-Ingersoll Public Library Board of Trustees
Minutes for June 18, 2025—4:00 p.m.

A.) Call to Order

Present: Kevin Meade, Cathy Ludlum, Sue Freiley, Carol Davis, 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 board voted unanimously to approve the minutes for Meeting 1, and Meeting 2, for May 2025 (Motion: R.Vogel; Second: N. Jackson).

C.) Public Comments

Jessica Sparenberg shared a comment from two patrons who thought Winsor/Downey Day was “spectacular” and that staff were very kind and courteous.

D.) Communications

FY25 Per Capita Grant & IMLS Update

Jessica Sparenberg shared that this time last year, the library had received the FY24 Per Capita Grant from the Illinois State Library. The library system PIPL is affiliated with, Reaching Across Illinois Library Systems (RAILS), had previously given a statement that FY25 funds were already obligated, and that libraries would likely receive funding associated with this year. However, the current administration has not released all Congressionally approved and obligated funds for FY25 distribution. While this may not impact the Per Capita Grant directly, the Institute for Museum and Library Services (IMLS), the dissolution of which is currently in litigation, provides approximately 10% of Illinois Library funds, some of which may pertain to Per Capita Grant funding through the Grants to States Program. As a result, there may be either delays or a non-release of funds, impacted by the continued litigation or loss of this agency. Ms. Sparenberg will provide updates at subsequent board meetings.

First Tax Settlement Sheet Received

Jessica Sparenberg shared that the library had received its’ first tax distribution and settlement sheet for FY26 in the amount of \$47,882.73.

Winsor-Downey Day Update

Jessica Sparenberg shared that the third annual Winsor-Downey Day had gone off successfully, with greater attendance than last year. She shared that the event had received great public feedback, and that the library had distributed all 200 Summer Reading bags prior to and during Winsor/Downey Day. Jessica shared details about the event, including the performers, and vendors.

Bicentennial Week Updates

Jessica Sparenberg discussed the activities the library would be providing for the Canton Bicentennial week celebrations, slated to begin Friday, June 27th. Staff member, Grace Owens, created a paper doll kit, featuring a male and female figure, and two period-accurate outfits for both. The library's Adult Service Coordinator, Michelle Lockwood, created a scavenger hunt, featuring historical objects in the library, as well as a trivia challenge, featuring questions about Canton history. The Canton Altruistic Club has constructed an historical walk-through display, currently installed in the Quiet Reading Room. Phil Gregory, of the Canton Heritage Museum, has loaned the library items for the display window at the entrance which include cigar boxes constructed in Canton when Canton known nationally for cigar production and manufacturing.

Director's Activities for May 2025

Director activities in May: Rotary Meetings, Rural Director's Meeting (PIPL hosted), City Council Meeting, Family Resource Night at Eastview Elementary, ILA Advocacy Meeting, LTRG Meeting

E.) Director's Report

1.) Consent Agenda for May 2025

Approved Motion: The board voted unanimously to approve the consent agenda for May 2025 (Motion: A. Barbknecht; Second: S. Freiley).

2.) FY26 Landscaping Project Walk-Through

Jessica Sparenberg shared that Jerime Gendron, of Gendron Landscape Construction, LLC., visited the library to perform a walkthrough on June 9, accompanied by Kevin Meade, and later, Cathy Ludlum. Jerime shared some of the ideas he had formed with Kim Bunner when the project was last discussed in 2022. Details include the laying of new rock and planting of hardy, low-maintenance shrubbery and decorative grasses on the west side of the building, the destruction and reconstruction of the corner retaining wall on the south east side of the building, and the laying of new rock, plus the addition of a flagstone border on the majority of the east side of the building. Decorative grasses, and hardy shrubbery will be planted within this area. The project is slated to occur in early August.

3.) Long Range Building Plan Discussion

Jessica Sparenberg shared that she had had a meeting with Doug Bentzinger of Graham & Hyde Architects, Inc., on June 13, in which they discussed long-range building planning. The previous

building plan had been updated in 2018-2019, and many of the goals therein had been met, with the exception of the replacement of the 2004 portion of the roof. Goals for the long-range plan included the roof replacement, as well as the other sections of the roof, the eventual replacement of the old Air Handling Unit, and associated air conditioning units, the eventual replacement of the boiler, the electrical panel in the basement, and a review of the plumbing.

Final Approval of Trustee Appointment

Mayor McDowell and the City Council approved the appointments of Robin Henry to the Board of Trustees at the June 3 meeting.

Approved Motion: The board voted unanimously to accept the Trustee Appointment of Robin Henry. (Motion: C. Davis; Second: N. Jackson).

4.) MidAmerica National Bank Signature Cards

As part of Ms. Davis' transition to Board Secretary, her signature will be needed to update the library checking account with Ms. Davis as a signatory and for permission to transfer funds.

Approved Motion: The board voted unanimously to approve updating MidAmerica National Bank checking account signature cards and the names of authorized persons with permission to transfer funds to reflect the new Secretary, Carol Davis. (Motion: R. Henry; Second: R. Vogel).

5.) FY25 Annual Library Report

Jessica Sparenberg shared the draft of the FY25 Annual Library Report to be submitted to the Mayors' office. She reviewed highlights of the year, including circulation statistics, and program statistics.

Approved Motion: The board voted unanimously to approve the FY25 Annual Report. (Motion: C. Ludlum; Second: S. Freiley).

6.) Illinois Public Library Annual Report

Jessica Sparenberg shared the draft of the FY25 IPLAR report required by the Illinois State Library. This report will be submitted the Mayors' Office, along with the FY25 Annual Report. The Board President and Secretary were required to digitally sign this report following the meeting for submittal.

Approved Motion: The board voted unanimously to approve the FY25 Illinois Public Library Annual Report. (Motion: N. Jackson; Second: R. Henry)

Adjournment: The meeting was adjourned at 4:34 p.m. (Motion: R. Vogel; Second: N. Jackson)

Attest: _____
Secretary

Date: _____