

Parlin-Ingersoll Public Library Board of Trustees
Minutes for July 16th, 2025—4:00 p.m.

A.) Call to Order

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

Absent: Andrea Barbknecht, Kim Freiley

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the June 18th, 2025 minutes for the regular meeting were approved by unanimous vote. (Motion: S. Freiley; Second: R. Vogel).

C.) Public Comments

Jessica Sparenberg shared several positive comments received by the public during and after the conclusion of the Summer Reading Program.

D.) Communications

2nd Tax Settlement Received

Jessica Sparenberg shared that the library had received their second tax settlement for FY26 in the amount of \$127,642.43.

Employee Patron Incident

Jessica Sparenberg shared details of an altercation that had occurred recently between a patron and a library staff member. This altercation was fully addressed with both the patron and library staff member by Ms. Sparenberg, in consultation with the Board President. Following discussion, Trustee Nate Jackson agreed that the situation had been handled appropriately according to library policy and within the scope of the law.

FY25 Per Capita Grant Award Letter Received

Jessica Sparenberg shared that the library had received the award letter for the FY25 Per Capita Grant. Anticipated funds will total \$19,531.95, the same amount received in previous years prior to FY25. The library has not yet received these funds.

FY25 Audit Update

Jessica Sparenberg shared that the library had received and signed off on the FY25 Audit Engagement letter, and all required documentation had been furnished to Ginoli & Company, Ltd., in preparation for

a site visit for the FY25 Audit. She said that upon completion of the site visit, the library would be furnished with copies of the audit for approval, once all documentation had been processed accordingly.

Summer Reading Update

Jessica Sparenberg shared statistics from FY25 and FY26 Summer Reading, demonstrating distinct increases in attendance, and hours spent reading for the FY26 program.

ILA Conference in Rosemont

Jessica Sparenberg shared that the annual Illinois Library Association conference had been scheduled to take place in Rosemont this year from October 14 through October 16. Trustee Day is slated to take place on Thursday, October 16. She said that she had budgeted for two Board trustees to attend, and to please let her know if they would like to attend, so that she could get them registered in a timely fashion.

Director's Activities for June 2025

Director activities in June: Rotary Meetings, Rural Director's Meeting, Long Term Recovery Group, ILA Advocacy Group.

E.) Director's Report

1.) Consent Agenda for June 2025

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

2.) 2025 Time Capsule Internment with guest, Mike Walters

Guest speaker Mike Walters of the Canton Bicentennial Committee, appeared before the board to discuss the compilation of the new 2025 Time Capsule. He outlined details as to the size of the time capsule, the process to seal it, and the contents to be contained therein. He highlighted the importance of maintaining the capsule in perpetuity in a space that would not be subject to moisture or physical damage. He credited the housing of the 1925 Time Capsule in the library as the reason why its' contents were recovered successfully. He requested that the board vote to approve the housing of the 2025 Time Capsule in the library's server room. When ready to seal, the library will host a modest internment celebration, slated to take place in September of 2025.

Approved Motion: The Board voted unanimously to approve the housing of the 2025 Time Capsule in the library server room. (Motion: C. Ludlum; Second: N. Jackson)

3.) Resurfacing of the Library Furniture Donation

Jessica Sparenberg shared that she had been approached by Matt Vogel, who offered to volunteer his time in resurfacing library furniture that had been damaged due to sanitation procedures during the COVID-19 pandemic. Ms. Sparenberg shared the details of the project she had discussed with Mr. Vogel with the board, and necessary supplies. The library would be responsible for the purchase of materials for this effort, including stain, sanding supplies, and polyurethane, and Mr. Vogel would provide labor.

Approved Motion: The Board voted unanimously to approve Matt Vogels’ offer to resurface the library furniture. (Motion: C. Davis; Second: R. Henry)

4.) Circulation Guidelines Policy

It is the practice of the Board to review all policies every three years for possible revisions. The Circulation Guidelines Policy was reviewed, and no changes were suggested.

Approved Motion: The Board voted unanimously to approve the Circulation Guidelines Policy. (Motion: N. Jackson; Second: R. Vogel)

5.) Serving Our Public 4.0 Review Chapters 1-4

The Board reviewed Chapters 1-4 of *Serving Our Public 4.0 Standards for Illinois Public Libraries* and discussed the library’s progress.

6.) Charles D. Ingersoll Trust

Jessica Sparenberg presented two spreadsheets projecting the Ingersoll Trust income if the trust average rose to \$26,351,452 (an average of the 2018-2020 disbursements) or dropped to \$25,000,000 in the next years. The possible total income could be as low as about \$659,873 per year. However, the current amount of income budgeted from the Ingersoll Trust is \$599,267 so a considerable amount of that income is still being targeted for the reserves for future capital projects.

Adjournment: The meeting was adjourned at 4:45 p.m. (Motion: N. Jackson; Second: R. Henry)

Attest: _____
Secretary

Date: _____