

Parlin-Ingersoll Public Library Board of Trustees
Minutes for August 20, 2025—4:00 p.m.

A.) Call to Order

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

Absent:

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the July 16th, 2025 minutes for the regular meeting were approved by unanimous vote. (Motion: R. Vogel; Second: S. Freiley).

C.) Public Comments

Jessica Sparenberg shared that she had received comments that expressed the patron's gratitude for the library, and its' staff attitude and demeanor.

D.) Communications

Donation to the Fulton County Historical & Genealogical Society

Kevin Meade shared that he had received notification that the Fulton County Historical & Genealogical Society had accepted the receipt of file cabinets donated by the Peoria Public Library, to house materials in the genealogical collection housed at the library. He further shared that the Peoria Public Library had purchased two scanners to aid patrons in scanning and printing copies of historical materials, including a slide carousel scanner. He shared that the slide carousel scanner might be a good purchase for the library, as it could provide a way for patrons to be able to receive the same benefits in its' usage as patrons in Peoria county.

Friendship Festival

Jessica Sparenberg shared that she had completed the application for participation in the 2025 Friendship Festival. She stated that she had shared several concerns related to the parade last year with parade coordinators, including an unauthorized float in the library parking lot, placement behind a business with an inappropriate sticker on its' vehicle, and safety concerns for library walkers. Coordinators said they would look into the library's concerns and try to address them appropriately.

Annual Cat Cafe

Jessica Sparenberg shared that the library's annual Cat Café, held August 16, was very successful, with 15 cats total adopted. She stated that the Humane Society was interested in holding more adoption events in coordination with the library, as they have been very successful in the past.

FY25 Per Capita Grant Received

Jessica Sparenberg shared that the library had received the FY25 Per Capita Grant in the amount of \$19,531.95.

Library Furniture Resurfacing Project Update

Jessica Sparenberg shared that Matt Vogel had begun the process of resurfacing the library's tabletops that had been damaged due to sanitation procedures enacted during lockdowns associated with the COVID-19 pandemic. She invited trustees to look at the finished products in the library, as the results were very nice.

Update on FY26 Landscaping Project

Jessica Sparenberg shared that she had been in contact with Jerime Gendron, and the FY26 Landscaping Project was on track to start during the last week of August.

3rd Tax Settlement Received

Jessica Sparenberg shared that the library had received the 3rd Tax Settlement from the city for taxing year 2024 in the amount of \$3,987.84.

FY25 Audit Update

Jessica Sparenberg shared that Andy Salzberg, of Ginoli and Co., Ltd., would be conducting a site visit at the library on Wednesday, August 27, to review paperwork in order to prepare the FY25 Audit for review.

Director's Activities for July 2025

Director activities in July: Rotary Meetings, Long Term Recovery Group, BANNED Book Class, Charles D. Ingersoll Quarterly Trust Meeting on July 23, 2025.

E.) Director's Report

1.) Consent Agenda for July 2025

Approved Motion: The board voted unanimously to approve the consent agenda for July 2025 (Motion: A. Barbknecht; Second: R. Henry).

2.) Closed Session Meeting Recording

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

Approved Motion: The Board voted unanimously to retain the recording of the Executive Closed Session Meeting on February 21st, 2024. (Motion: N. Jackson; Second: K. Freiley)

3.) Closed Session Meeting Minutes

The Board reviews any Minutes from Executive Closed Sessions every six months to determine if those minutes can be released. The Executive Closed Session meeting minutes for review took place at the February 19th, 2025 meeting. During this meeting, the board went into Closed Session discuss the annual Director's Evaluation per 5 ILCS 120/2c3.

Approved Motion: The Board voted unanimously to approve the release of the Executive Closed Session Meeting minutes from February 19th, 2025. (Motion: N. Jackson; Second: K. Freiley)

4.) FY26 Polaris & Server Migration Update

Jessica Sparenberg shared that the migration of updated Polaris software to the newly installed servers had previously been delayed due to a software build issue within the new server. The next available date to perform the migration was August 27. Ms. Sparenberg asked the Polaris project team whether they thought this could be accomplished within a half-day, rather than with a full days' closure, as the library does not often close to the public. The project team confirmed they would start this migration in the early hours of the morning, and thought that the total migration could be done within a half days' timeframe. Ms. Sparenberg asked for the board's approval to close for a half day, to allow for the completion of the Polaris software migration.

Approved Motion: The Board voted unanimously to close to the public on Wednesday, August 27th, 2025, from 9 a.m. to 2 p.m. (Motion: R. Henry; Second: S. Freiley)

5.) Reference and Readers' Advisory Policy

It is the practice of the Board to review all policies every three years for possible revisions. The Reference and Readers' Advisory Policy was reviewed, with the only change on the final page to reflect the new *Standards for Illinois Public Libraries*.

Approved Motion: The Board voted unanimously to approve the Reference and Readers' Advisory Policy. (Motion: A. Barbknecht; Second: C. Davis)

6.) Formation of a New Technology Policy

Jessica Sparenberg shared that the library had purchased three DVD players, HDMI cables and totes to circulate, and that she and Ben Smith were in the process of purchasing WiFi hotspots for circulation using grant funds received in 2024. As this are new items, Ms. Sparenberg thought the library should form a new policy to reflect guidelines for circulation, as well as a patron use agreement. Ms. Sparenberg and the board reviewed policies used at other area libraries, as well as details particular to the library. Ms. Sparenberg will construct a draft policy for presentation to the board for review at the September meeting.

7.) New Standards for Illinois Public Libraries

Jessica Sparenberg shared that the Illinois State Library, in conjunction with the Illinois Library Association, had released the new *Standards for Illinois Public Libraries*. These standards were formerly titled *Serving Our Public: 4.0 Standards for Illinois Public Libraries*. This new publication is entirely digital, and contains new several changes. There are new standards, stages of compliance, and action plans accompanying each standard. It has not yet been made clear whether these new standards will be the baseline for the FY26 Per Capita Grant application, due in January 2026. Ms. Sparenberg stated that she would keep the board updated.

8.) Serving Our Public 4.0 Review Chapters 5-9

The Board reviewed Chapters 5-9 of *Serving Our Public 4.0 Standards for Illinois Public Libraries* and discussed the library's progress.

9.) Annual Walk-Through of the Library

Jessica Sparenberg performed a thorough walk-through with Doug Bentzinger in June of 2025, and reported back to the board. She performed an additional walk-through with Ben Smith the day prior to the meeting. Trustees discussed their own observations of the library grounds, and shared comments about improvements suggested by Mr. Bentzinger, Ms. Sparenberg, and Mr. Smith.

Adjournment: The meeting was adjourned at 4:58 p.m.
(Motion: N. Jackson; Second: R. Vogel)

Attest: _____
Secretary

Date: _____