

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for September 17<sup>th</sup>, 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:** With an amendment to a subject heading in Communications, the August 20<sup>th</sup>, 2025 minutes for the regular meeting were approved by unanimous vote. (Motion: K. Freiley; Second: R. Vogel).

**C.) Public Comments**

Jessica Sparenberg shared positive comments from the public, including a request for a library pet, and a thanks for participation in a student research project.

**D.) Communications**

**Illinois State Library Interlibrary Loan Traffic Survey Completed**

Jessica Sparenberg shared that the library had successfully completed the annual Interlibrary Loan Traffic Survey, which a required component of the Per Capita Grant Application for FY26.

**4<sup>th</sup> Tax Settlement Received**

Jessica Sparenberg shared that the library had received its' 4<sup>th</sup> Tax Settlement in the amount of \$19,443.77.

**Elson Trust Distribution**

Jessica Sparenberg shared that the library had received its' annual distribution from the Elson Trust in the amount of \$2,522.46.

**FY26 Landscaping Project**

Jessica Sparenberg shared that the FY26 Landscaping Project had been completed that week. New additions include a new retaining wall on the southeast corner, and new beds on the east side of the building. New plants include hydrangeas, salvias, sedums, and decorative grasses. Additional work to the east side of the building fell outside of the original project scope at \$2,100, which was approved by the Director.

## **Friendship Festival Parade**

Jessica Sparenberg shared that the library had walked in the 2025 Friendship Festival Parade, and had distributed 417 books and candy to attending children. Last year, the library had an unauthorized float constructed and housed in the library parking lot when staff began to arrive for the parade. Historically, during the Friendship Festival Parade, the library parking lot has only been used as a drop-off point for marching band students who congregate at the First Christian Church, and as a location for overflow parking for spectators and/or participants. The Director addressed her concerns regarding the float with the Friendship Festival Committee last year, and this year, when submitting the library's application for participation. Due to a miscommunication, the same party who had constructed last years' float did not receive this notification until Ms. Sparenberg made contact herself, but were still able to utilize the parking lot at First Christian Church to construct and house their float. In response to public concerns regarding this process, Ms. Sparenberg will be posting a Public Service Announcement next year prior to the parade to remind the public that on the day of the Friendship Festival Parade, the library parking lot is only available as a drop-off point for marching band students, and as overflow parking space.

## **Director's Activities for August 2025**

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

## **E.) Director's Report**

### **1.) Consent Agenda for August 2025**

**Approved Motion:** The board voted unanimously to approve the consent agenda for August 2025 (Motion: C. Ludlum; Second: A. Barbknecht).

### **2.) Technology Policy**

The library has purchased 3 DVD Kits, and 11 Wifi hotspots intended for public circulation. Jessica Sparenberg presented a draft copy of a new Technology Policy and Patron Use Agreements which would outline circulation requirements and patron responsibilities with the devices. Ms. Sparenberg and the board discussed the policy with the board providing feedback.

**Approved Motion:** Following amended changes to the draft copy of the Technology Policy and Patron Use Agreements, the board voted unanimously to approve all documents. (Motion: N. Jackson; Second: C. Davis)

### **3.) FY25 Audit**

Jessica Sparenberg shared that due to fluctuating staff, Andy Salzberg of Ginoli & Co., did not have a draft copy of the FY25 Audit prepared in time for the September board meeting. She stated that when the audit was finished, she would try to furnish board members with draft copies prior to the October board meeting, to allow for any questions to be addressed prior to voting to approve.

### **4.) Standards for Illinois Public Libraries**

The Board reviewed the unaddressed chapters in the new *Standards for Illinois Public Libraries* which has replaced *Serving Our Public 4.0* standards and discussed the library's progress.

**5.) Review of FY2025-2029 Strategic Plan**

The Board discussed the goals listed in the plan as well as the progress made in the past year.

**Family Photography Event on Nov. 8**

Jessica Sparenberg shared that the library Adult Services Coordinator, Michelle Lockwood, was going to be once again offering a free-to-the-public studio photography event on November 8<sup>th</sup>, 2025, a Saturday. This is an event that would be broken into 15-minute sessions per family. Ms. Lockwood requested that the hours for this day be extended from 9 a.m.-1 p.m. to 9 a.m.-2 p.m., so that more people could register and take advantage of the event.

**Approved Motion:** The Board voted unanimously to approve extending the hours on Saturday, November 8<sup>th</sup>, 2025 from 9 a.m. to 1 p.m. to 9 a.m. to 2 p.m. (Motion: N. Jackson; Second: C. Davis)

**Adjournment:** The meeting was adjourned at 5:07 p.m.  
(Motion: R. Henry; Second: N. Jackson)

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_