

Parlin-Ingersoll Public Library Board of Trustees
Minutes for October 15th, 2025—4:00 p.m.

A.) Call to Order

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

Absent: Kim Freiley

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the September 17th, 2025 minutes for the regular meeting were approved by unanimous vote. (Motion: A. Barbknecht; Second: S. Freiley).

C.) Public Comments

D.) Communications

5th Tax Settlement Received

Jessica Sparenberg shared that the library had received its' 5th Tax Settlement in the amount of \$85,881.35.

Charles D. Ingersoll Trust Meeting

Jessica Sparenberg shared that the quarterly Charles D. Ingersoll Trust meeting would be taking place on October 22nd, 2025, at 1:30 p.m., at MidAmerica National Bank.

Baker and Taylor and Materials Purchasing

Jessica Sparenberg shared that the library's main supplier for adult and children's books, Baker and Taylor, had announced their closure, effective at the end of this year. She shared various factors leading to the shuttering, and that the library would be diverting their purchasing to Ingram Content Group. Delays in shipments and backorders are to be expected during this process, repurchasing of all cancelled Baker and Taylor orders will be cumulative, with an initial purchasing priority on patron requests.

Legislative Meet-ups

Jessica Sparenberg shared that the Illinois Library Association had scheduled their Legislative Meet-ups in the various districts throughout the state. These meetings are a chance for library staff and trustees to pose questions, and receive legislative updates from, representatives of their district. Ms. Sparenberg shared the details of registration with the board, and encouraged any who wished to attend to inform her prior to the last date of registration.

Director's Activities for September 2025

Director activities in September: Rotary Meetings, Long Term Recovery Group, ILA Advocacy Committee meeting, Graham Hospital Community Needs Assessment Meeting, RAILS Resource Map Webinar.

E.) Director's Report

1.) Consent Agenda for September 2025

Approved Motion: The board voted unanimously to approve the consent agenda for September 2025 (Motion: R. Henry; Second: C. Davis).

2.) Digitization of the FCH&GS Microfilm Collection

Jessica Sparenberg shared that she had been in communication with representatives of Advantage Archives regarding the potential digitization of the microfilm collection belonging to the Fulton County Historical & Genealogical Society, which is housed in the library. Advantage Archives is currently offering a \$500 credit for libraries to jumpstart community digitization projects, and the microfilm collection could be digitized cumulatively in future years to better distribute the overall costs of the project. The initial startup cost for the website the collection would be housed upon would be \$750, at last quote, but there would be no maintenance fees associated with the website after startup. Ms. Sparenberg said that she had spoken with Cathy Parsons of the FCH&GS prior to the board meeting, and she had stated she was in agreement with the digitization of the microfilm collection. Ms. Parsons said that she would share this information with other members of the FCH&GS.

Approved Motion: The board voted unanimously to seek the \$500 credit for the digitization of the microfilm startup costs, and to begin the project with five rolls of the oldest microfilm. (Motion: A. Barbknecht; Second: R. Henry)

3.) FY25 Audit

Trustees were furnished with a draft copy of the FY25 Audit for review and approval. There were two clerical amendments proposed by Rhonda Vogel, with no other errors noted in the audit. Copies of the final audit will be sent to the Mayor, Fulton County Clerk, and Fulton County Treasurer. In addition, notification of its availability will be placed in the newspaper. An electronic copy will be placed on the website, and a print copy will be available at the front desk.

Approved Motion: The board voted unanimously to approve FY25 draft audit, with the proposed amendments.
(Motion: R. Vogel; Second: C. Ludlum)

4.) Indemnification and Insurance Policy

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

Approved Motion: The Board voted unanimously to approve the Indemnification and Insurance Policy. (Motion: N. Jackson; Second: S. Freiley)

5.) Internet and Computer Use Policy

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

Approved Motion: The Board voted unanimously to approve the Internet and Computer Use Policy. (Motion: A. Barbknecht; Second: R. Vogel)

6.) Professional Development Policy

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

Approved Motion: The Board voted unanimously to approve the Professional Development Policy. (Motion: C. Davis; Second: R. Henry)

Adjournment: The meeting was adjourned at 4:29 p.m. (Motion: N. Jackson; Second: R. Vogel)

Attest: _____
Secretary

Date: _____