

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for November 19<sup>th</sup>, 2025—4:00 p.m.**

**A.) Call to Order**

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

**Absent:**

**B.) Approval of Previous Minutes:**

**Approved Motion:** Hearing no objections, the October 15<sup>th</sup>, 2025, meeting minutes were approved by unanimous vote. (Motion: R. Henry; Second: R. Vogel).

**C.) Public Comments**

Jessica Sparenberg shared a positive comment received from a patron complimenting the continued services of employee, Grace Owens, and another from former employee, Catherine Calvert, complimenting library staff and services.

**D.) Communications**

**6<sup>th</sup> and Final Tax Distribution Received**

Jessica Sparenberg shared that the library had received its' final tax distribution for tax year 2024 in the amount of \$11,395.86, for a total amount received of \$296,576.62.

**Retirement of DeAnna Williams**

Jessica Sparenberg shared that DeAnna Williams, library Accounts Manager, had announced her wish to retire in the new year. She shared succession plans with the Board, including the onboarding of Adult Services Coordinator, Michelle Lockwood, to the Accounts Manager position. Ms. Lockwood formerly worked for Helping Hands, and Lutheran Senior Services for many years, administering payroll for the workforce, as well as budgeting and yearly reconciliation, and is confident in her ability to fulfill her new role within the library. Ms. Williams and Ms. Lockwood will continue training throughout the remainder of Ms. Williams' employment, and Ms. Sparenberg will be seeking out additional trainings in ADP and Quickbooks for Ms. Lockwood. Ms. Sparenberg shared that she will begin the hiring process of a new Adult Services Coordinator closer to the rollover of the new fiscal year, and will handle programming in conjunction with Ms. Lockwood until the hiring of a new employee.

**Donation from Patty Goyen**

Jessica Sparenberg shared that the library had received another generous donation from Patty Goyen in the amount of \$2,000. These funds are intended for Children's Programming. Ms.

Sparenberg shared that the library had sent a thank-you card, along with a letter for Ms. Goyens' tax declarations.

**Conclusion of Director's Masters' Degree Program**

Jessica Sparenberg shared that she had attended the last of her classes necessary to obtain her Master's Degree in Library and Information Science from Morgridge College, of the University of Denver, and was prepared to graduate successfully. Board trustees congratulated Ms. Sparenberg, and stated their wish to celebrate in the new year with dinner at a local restaurant.

**Director's Activities in October:**

Director activities in October: Rotary Meetings, Rural Director's Meeting, Illinois State Library Per Capita Grant webinar, ILA Advocacy Committee, Long Term Recover Group (now called the Fulton County Community Organizations Active in Disasters (COAD), Ingram iPage Orientation, Charles D. Ingersoll Trust Meeting.

**E.) Director's Report**

**1.) Consent Agenda for October 2025**

**Approved Motion:** The board voted unanimously to approve the consent agenda for October 2025 (Motion: N. Jackson; Second: C. Ludlum).

**2.) Christmas Bonuses and Staff Luncheon**

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Accordingly, I recommend we award the same level as last year. Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. The amounts below have been included in the amount budgeted for FY26.

<b><u>Monetary Award</u></b>	<b><u>Eligible Criteria</u></b>	<b><u>Eligible Employees</u></b>	<b><u>Total Payout</u></b>
\$150	40 hours per week	6	\$ 900.00
\$100	20 or more hours per week	3	\$ 300.00
\$ 50	12 or more hours per week	0	\$ 00.00
\$ 25	under 12 hours per week	0	\$ 50.00
		8	\$ 1250.00

The library typically closes for the Staff Christmas luncheon. We will be closing 12-2 p.m. on Wednesday, December 17<sup>th</sup>.

**Approved Motion:** The board voted unanimously to approve the Christmas bonuses. (Motion: C. Davis; Second: N. Jackson)

**3.) Meeting Schedule for 2026**

**Approved Motion:** The board voted unanimously to approve the 2026 Meeting Schedule, as the third Wednesday of the month, with the exception of December, when no meeting is scheduled. (Motion: S. Freiley; Second: A. Barbknecht)

**4.) FY26 Per Capita Grant and FY26 Equalization Aid Grant Application**

**Approved Motion:** The board voted unanimously to approve the Per Capita Grant Application for FY26, the FY26 Equalization Aid Grant Application and the Per Capita Grant Expenditure Report for FY24 for submission to the Illinois State Library. (Motion: C. Ludlum; Second: R. Vogel).

**Adjournment:** The meeting was adjourned at 4:40 p.m. (Motion: A. Barbknecht; Second: S. Freiley)

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

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