

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for January 21<sup>st</sup>, 2026—4:00 p.m.**

**A.) Call to Order**

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

**Absent:** Rhonda Vogel

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

**Approved Motion:** Hearing no objections or corrections, the November 19<sup>th</sup>, 2025 minutes were approved by unanimous vote. (Motion: C. Davis; Second: S. Freiley).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Charles D. Ingersoll Trust**

Jessica Sparenberg reported the Charles D. Ingersoll Trust total market value on December 31, 2025 was \$28,838,979.76. She provided the new Investment Policy Statement provided at the Charles D. Ingersoll Trust meeting, which occurred on the same days, and estimated distributions from the trust for 2026 to the board for review prior to budgetary discussions in upcoming meetings. She also reported that several properties in Canton had appealed their estimated assessed property taxes, and she had been advised by the Fulton County Assessment Office that this might have an impact on tax income received for the 2025 tax year.

**Statement of Economic Interest List**

Jessica Sparenberg submitted the names of trustees and staff who will need to be sent Statements of Economic Interest from the Fulton County Clerk's office. Sometimes forms are sent directly to the individual and sometimes they are sent in bulk to the library. Jessica Sparenberg will continue to monitor the receipt of forms. Completed forms will need to be returned to the Fulton County Clerk's office by May 15<sup>th</sup>.

**Annual Property Tax Exemption Form**

Jessica Sparenberg has filed the annual forms for property tax exemptions with the Fulton County Assessors' office.

### **Annual RAILS Certification**

Jessica Sparenberg has completed and submitted the RAILS certification for 2026. This is required in order to be eligible for state grants.

### **Resignation of Grace Owens**

Jessica Sparenberg shared that library employee, Grace Owens, was resigning from her position. Applications for another circulation clerk/page were currently being accepted, with interviews to begin the following week.

### **eRate Application**

Jessica Sparenberg is in the process of submitting the forms for eRate. The Library will be taking bids for our fiber internet connection, and is continuing to take bids for our cable internet connection. The Library is eligible for an 80% reimbursement on these services if our application is accepted. The total reimbursement could be over \$3,000.

### **Board President Communications**

Kevin Meade shared a few communications, including thanking library staff for the letter of appreciation included in board packets for the receipt of the Holiday Bonuses in December 2025. He also congratulated the Director on the completion of her Master's Degree in Library and Information Sciences from Denver University. He and the board discussed joining the Director for a celebratory dinner following February's regular meeting.

Finally, Mr. Meade commented that desks used at the circulation desk to check and clean items turned in seemed small, and while risers made the desks more useful for employees who were taller, requested the Director get quotes for rising desks to accommodate employees of differing heights and provide them to the board at the February meeting.

### **Director's Activities in November and December 2025**

Director activities in November and December: Rural Director's Group, ALA Member Webinar, City of Canton Levy Meetings, Rotary Meetings, ILA Advocacy Committee, ILA Legislative Meetup, WIU Archivists Quarterly Meeting.

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

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

**Approved Motion:** The board voted unanimously to approve the consent agenda for November 2025 (Motion: C. Ludlum; Second: K. Freiley).

#### **2.) Consent Agenda for December 2025**

**Approved Motion:** The board voted unanimously to approve the consent agenda for December 2025 (Motion: K. Freiley; Second: A. Barbknecht).

### **3.) Bicentennial 2025 Time Capsule**

Mike Walters, of the 2025 Canton Bicentennial Committee, presented a letter to the board memorializing the succession plan of the storage of the 2025 Time Capsule. The Capsule is currently housed in the server room of the library. The presented letter, which was approved at the City Council meeting on January 20<sup>th</sup>, 2026, outlined what will happen to the Time Capsule, should the library no longer be feasible as a storage facility due to unforeseen circumstances. In the event of such an occurrence, the Time Capsule will be relocated to the City Building on the square, located at 2 North Main Street.

**Approved Motion:** The board voted unanimously to approve the Succession Plan for the 2025 Time Capsule. (Motion: A. Barbknecht; Second: K. Freiley).

### **4.) Board of Trustees By-Laws**

It is the practice of the Board to review all policies every three years for possible revisions. The Board of Trustees By-Laws were reviewed, and no changes were suggested.

**Approved Motion:** The board voted unanimously to approve the board of Trustees By-Laws. (Motion: R. Henry; Second: C. Davis).

### **5.) Display Space Policy**

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

**Approved Motion:** The board voted unanimously to approve the Display Space Policy. (Motion: S. Freiley; Second: K. Freiley).

### **6.) City Levy Meetings**

City council approved their 2025 levy payable in Summer of 2026 (FY27). The levy was based on an estimated rate setting EAV (Equalized Assessed Valuation) of \$142,071,708.

The library approved amounts are:

Corporate: 194,150 (.15%)  
IMRF: 36,380  
Audit: 6,075  
Tort-Liability: 27,100  
Social Security: 26,200  
**Total: 279,905**

### **7.) Completed Digitization of Reels through Advantage Archives**

Jessica Sparenberg shared that the first reels for the digitization of the Fulton County Historical & Genealogical Society collection had been digitized successfully. Ms. Sparenberg received a link to

review the site, and will be undergoing a tutorial with Grant Kaestner of Advantage Archives that week prior to publishing the website for public use.

She also shared that she had received word of a matching grant program through the Illinois Historical Records Advisory Board with awards of up to \$5,000 that would possibly assist the board with digitizing larger amounts of reels in the upcoming fiscal year. Board members advised her to review the grant for requirements. Board members will assess in the February meeting how much funds will be allocated toward digitization for the new fiscal year during budgetary discussions, which will determine how much in funds will be requested on the grant.

Ms. Sparenberg also shared that she had purchased an add-on to the library's current Newsbank database which offers a digitized historical archive of Peoria Journal Stars spanning the years 1951-2018. This, and other newspaper databases to include the Chicago Sun, will be marketed by the library when Newsbank provides the links and associated graphics to publish on the library website in the hopes of driving higher circulation with genealogy and history enthusiasts.

### **8.) Director's Evaluation**

The Board was given the instrument required to conduct the annual Director's Evaluation for 2025. The Director's Evaluation will take place at the February meeting during Closed Session per the Open Meetings Act (5 ILCS 120/2.01).

**Adjournment:** The meeting was adjourned at 4:33 p.m.  
(Motion: K. Freiley; Second: C. Davis)

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

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