

Parlin-Ingersoll Public Library Board of Trustees
Minutes for February 18, 2026—4:00 p.m.

A.) Call to Order

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

Absent: Andrea Barbknecht, Kim Freiley

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the January 21st, 2026 minutes for the regular meeting were approved by unanimous vote. (Motion: S. Freiley; Second: C. Davis).

C.) Public Comments

Jessica Sparenberg shared a positive comment from the public with positive feedback regarding staff performance and experiences. She also shared that a staff member had contracted COVID that Monday, but was expected to return by the next week.

Ms. Sparenberg shared that the library had been experiencing continuous difficulties with its' current credit card machine offered through Illinois ePay. As a result, the Director and the Circulation Manager would be looking into alternative options which would offer more consistency.

Kevin Meade shared that he and the Fulton County Historical & Genealogical Society were coordinating with Dawn Cobb, of the Illinois Historic Preservation Society, to create educational programming regarding the care and upkeep of grave markers and tombstones. He shared that they are planning to host a seminar in May to the public, followed by a demonstration at the Greenwood Cemetery. Additionally, he congratulated the Director upon the completion of her Masters of Library and Information Science.

Nate Jackson shared that Johnson & Johnson, P.C., had donated the old library, located 212 E. Chestnut Street, to the township. He stated that if the library had any donations of books, or materials available, to reach out to himself, or the township, as they were accepting donations to fill the shelves of the former library.

D.) Communications

Outdoor Vestibule Fixtures

Jessica Sparenberg shared that the outdoor lighting fixtures outside the vestibule of the main entrance to the library had been replaced, following the breakdown of ballasts in the previous fixtures. The cost amounted to \$1,700.99.

Statements of Economic Interest

Jessica Sparenberg stated that, as the list for the Statements of Economic Interest had been submitted to the County Clerk, trustees could anticipate their letter arriving in the mail in near future. Last year, the Fulton County Clerk had made her aware that there were forms available to download online that Trustees could fill out immediately if they were concerned that their letters had not yet arrived in the mail. She stated that statements ought to be received by May 1st, and suggested trustees could bring them to her at the library to mail in one certified delivery by the April meeting, or they could mail them back themselves.

New Hires

Jessica Sparenberg shared that she had extended offers of employment to Paige Edwards, for the Adult Services Coordinator position, and to Sara Hammond, for the part-time Page/Circulation clerk position.

New Databases

Jessica Sparenberg shared that she had added additional newspaper databases to the library's website, including the Galesburg Register-Mail, the Pekin Times, the Pantagraph, and Chicago Sun Times. Additionally, the IRIS discovery database, offered by the Illinois State Library as free to the public, had also been added. She shared that she had also purchased access to the Peoria Journal Star Archive database, to be posted to the website when authorized graphics were received.

Advantage Archives Website

Jessica Sparenberg shared that she had reviewed the Advantages Archives website constructed to display the library's digitized records. These records will be cumulatively added to in the coming years, and the website currently has digitized microfilm of Census records. A link to this new website will be added to the library's list of databases on the website.

IMLS Funding

Jessica Sparenberg shared that the Institute for Museums and Library Services, previously slated to shutter its' doors permanently in 2025, had been fully restored, along with a discretionary budget increase of \$1.4 million via the Library Services and Technology Act for FY26.

Table and Rising Desks for Circulation

Jessica Sparenberg shared product information regarding replacing the desks currently located behind the circulation desk. These are used to review and clean materials upon check-in, and to store processing supplies. Kevin Meade had shared his concern at the end of February, that the current desks, which are on risers, might not meet the height needs of all employees, and suggested purchasing rising desktops or desk units to accommodate all staff. The total cost to purchase two rising desks, and file cabinets for storage below, came to \$1,240.

Director's Activities in January 2026

Director activities in January: Rotary Meetings, RAILS City Director's Group, Charles D. Ingersoll Trust Meeting, ILA Advocacy Group, Fulton County COAD, Illinois Secretary of State Library Briefing

E.) Director's Report

1.) Consent Agenda for January 2026

Approved Motion: The board voted unanimously to approve the consent agenda for January 2026 (Motion: N. Jackson; Second: R. Vogel).

2.) Trustee Reappointments and Vacancy

Jessica Sparenberg shared that the terms of Kevin Meade, Cathy Ludlum, and Robin Henry (who replaced Jana Emmons, who resigned in 2025) would expire on May 1, 2026. These trustees stated they would like to renew their terms. Ms. Sparenberg reminded them that once they were newly appointed, they were required to take their Open Meetings Act training within 90 days of their reappointment. She shared that she and library staff would be happy to assist if Trustees had difficulty accessing the training. Completed certificates should be returned to the library for its' files. Ms. Sparenberg said that she would remind trustees closer to the date.

3.) IHRAB Historical Records Grant Application

Jessica Sparenberg shared that she had received word of a grant offered through the Illinois Historical Records Advisory Board (IHRAB) that would offer 1:1 funding for the preservation of rare historical community documents that are not digitized in any form on any other platform. She shared this information with Cathy Parsons, of the Fulton County Historical & Genealogical Society, and with Kevin Meade, who also serves on the FCH&GS board. Upon discussing which documents they thought would be appropriate, Ms. Parsons and Mr. Meade stated the board were interested in the possible digitization of issues of the Cuba Journal, and Farmington Bugle. The FCH&GS is willing to submit \$2,500 alongside the \$2,500 offered by the library to meet the maximum request amount of \$5,000, which would be matched by the IHRAB, for a total of \$10,000 in allowable funds for this project. Ms. Sparenberg stated she would reach out to Grant Kaestner of Advantage Archives for pricing, and would begin getting the grant application put together in conjunction with the FCH&GS for submittal by March 13th, 2026.

4.) FY27 Budgets

Jessica Sparenberg shared that she was in the midst of putting the first drafts of the FY27 Budgets together for review, and requested feedback from Trustees regarding long-range Capital Projects, specifically, the replacement of the 2004 roof addition. Ms. Sparenberg shared that the Reserve Account was in robust shape and shared the possibility of replacing the entire roof, rather than in alternating sections in FY28. If the library were to save for an additional year, there was a possibility that the entire roof could be done at once. This would allow for only one warranty to maintain, and would bring all parts of the roof up to the same standard.

The Board discussed the option of pushing the replacement of the roof on to FY28, to allow for a potential Program Room Update Project if FY26 Equalization Aid Grant funds are received. The 2004 roof replacement was priced at approximately \$270,000 following a review in 2023 by Doug Bentzinger, of Graham & Hyde, and Geoff Diekoff, of Kreiling Roofing. Both recommended the section be replaced within the next 3-5 years. Kreiling Roofing currently provides an annual review of the 2004 section to assess for leaks, and possible weak spots, which have not been spotted within the last year. The Board requested that Ms. Sparenberg discuss the pros and cons regarding both choices with Mr. Bentzinger following the meeting. Ms. Sparenberg shared she would also be working in conjunction

with Mr. Bentzinger to create a new Long-Range Capital Building Plan for the board to review, and would include the options for the roof in the conversation.

5.) Investment Policies

Jessica Sparenberg presented and reviewed the MidAmerica National Bank Annual Investment Policy with the board, as well as the annual Library Investment Policy, which had no changes.

Approved Motion: The board voted unanimously to approve the MidAmerica National Bank Annual Investment Policy and the Library's Investment Policy. (Motion: S. Freiley; Second: N. Jackson).

6.) Personnel Policy

Jessica Sparenberg shared with the board that the Personnel Policy needed to be updated to ensure the library was in compliance with the Paid Leave for All Workers Act. The policy outlines an Earned Time structure for part-time employees, that, if employees were regularly scheduled for 20 hours or more per week that they would meet the minimum amount of 40 hours per year, as required by the state. However, the library has two employees who do not meet the 20 hour per week standard, and therefore, the formula would not allot them the required amount. Ms. Sparenberg requested the board vote to modify the policy to reflect that all part-timers who are scheduled for fewer than 20 hours per week be allotted 40 hours of Earned Time, to meet the requirements of the state.

Approved Motion: The board voted unanimously to approve the modification of the Personnel Policy to reflect at least 40 hours of paid leave annually for part-time employees regularly scheduled for fewer than 20 hours per week. (Motion: R. Henry; Second: R. Vogel).

7.) Closed Session Recording

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

Approved Motion: The board voted unanimously retain the Executive Closed Session Recording until the next period of review. (Motion: N. Jackson; Second: C. Davis).

Director's Evaluation

Trustees discussed the results of individual Trustee evaluations, as well as staff evaluations, submitted to the Board President prior to the meeting, for Jessica Sparenberg, Library Director, for 2025. The Board did not go into Executive Closed Session.

Approved Motion: The board voted unanimously to approve the Director's Evaluation for 2025. (Motion: R. Vogel; Second: N. Jackson)

Adjournment: The meeting was adjourned at 4:46 p.m. (Motion: N. Jackson; Second: R. Vogel)

Attest: _____
Secretary

Date: _____