

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

A.) Call to Order

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

Absent: Andrea Barbknecht

Staff Present: Jessica Sparenberg

B.) Approval of Previous Minutes:

Approved Motion: Hearing no objections or corrections, the February 18th, 2026 minutes for the regular meeting were approved by unanimous vote. (Motion: R. Vogel; Second: S. Freiley).

C.) Public Comments

D.) Communications

New Hire: Evan Glad as Part-Time Page/Circulation Clerk

Jessica Sparenberg shared Evan Glad had been hired on as the new Part-Time Page/Circulation Clerk.

Boiler Pipe Repair Completed

Jessica Sparenberg shared that library staff had noticed a rotten egg smell in February, necessitating a visit from Ameren Illinois and the Canton Fire Department. While leaks were not found in the identified area of the smell in the employee office area, several were detected in the piping going from the boiler to the exterior east wall to the gas meter. All piping was completely replaced, and a new outdoor gas meter installed by Ameren on February 23rd, and the cost was \$7,469.38.

Employee Bathroom Plumbing Repair Completed

When the boiler piping project was completed, Jessica Sparenberg and staff still detected a smell, and Ms. Sparenberg contacted GM Mechanical. Piping in the employee bathroom, which was made of cast iron that was beginning to rust, as well as the dry water runoff drain, were identified as responsible for the smell. The cast iron piping was replaced with PVC piping, and the repair was completed at a cost of \$652.85.

ISHRAB Grant

Jessica Sparenberg reported that she, Cathy Parsons, and Kevin Meade had been in continuous communication in trying to discern appropriate materials that would qualify for requirements of the Illinois State Historical Records Advisory Board (ISHRAB) Preservation grant. Proposed project materials must be exclusive to the institution, and not housed at any other institution, in any format,

therefore disqualifying microfilm records, city directories, Cantonian yearbooks, and plat books. As the timeline for this grant has expired, but is annual, Ms. Sparenberg, and the Fulton County Historical & Genealogical Society will gain clarification from ISHRAB about what sorts of records might be appropriate, such as scrapbooks and diaries, and Ms. Sparenberg will consult with Grant Kaestner of Advantage Archives for pricing and project timelines. An application will hopefully be submitted by the March deadline in 2027.

Statements of Economic Interest

Jessica Sparenberg stated that she had received Statements of Economic Interest from several board members, and that she intended to mail them on Friday, March 20th, certified with return receipt. She advised all who had not turned one in that if they would like theirs sent as well that they would need to turn theirs into her by Friday morning.

Open Meetings Act Certificates

Jessica Sparenberg reminded board members who were up for reappointment that they were required to complete Open Meetings Act Training within 90 days following the date of their appointment. She said that if any had difficulty in accessing the training, that she would facilitate an appointment with herself or Ben, at the library, to assist them.

Director's Activities in February 2026

Director activities in February: Rotary Meetings, RAILS City Director's Group, ILA Advocacy Group Meeting, Newsbank Database Tutorial Webinar

E.) Director's Report

1.) Consent Agenda for February 2026

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

2.) MidAmerica National Bank Transfer of Funds from Checking to Reserves

With the receipt of tax monies, as well as distributions from the Charles D. Ingersoll trust, and grant funding, the library is able to transfer \$100,000 from the checking account to the reserve account. A letter was drafted, to be signed by Ms. Sparenberg, the board president, and the board secretary.

Approved Motion: The board voted unanimously to approve the transfer of \$100,000 from the library checking account to the reserves account. (Motion: Carol Davis; Second: C. Ludlum)

3.) Tax Levy Request Letter

Jessica Sparenberg presented the Local Library Letter Notifying Municipality of Levy Request in the following amounts:

Corporate @ .15) based on 2024 Rate-setting EAV: \$142,071,708

213,108

page 2.

Audit	6,500
IMRF	36,676
Social Security/Medicare	27,773
Tort/Liability/Safety	27,100
Total	311,157

Approved Motion: The board voted unanimously to approve the Tax Levy Request Letter for submittal to the city. (Motion: C. Davis; Second: S. Freiley)

4.) Long Range Building Plan

Jessica Sparenberg shared that she and Doug Bentzinger, of Graham & Hyde Architects, had had a consultation regarding the formation of a new Long Range Building Plan, to help guide planning for future Capital projects. Identified potential projects include the 2004 re-roofing project, the replacement of the electrical panel on the west wall, a possible boiler replacement, seal coating and restriping of the staff parking lot, remodeling the public bathrooms, and inspection and possible repairs to library plumbing. Mr. Bentzinger would have a document prepared with updated figures for project costs by the April meeting.

5.) FY27 Budget

Jessica Sparenberg distributed the first draft of the FY27 budget to the members of the board. The board discussed changes to line items in budget categories, staff salaries, and the anticipated Program Room update project if Equalization Aid grant monies are received this year. The board decided to table the budget until the April meeting, to allow for any updates to figures.

6.) Winsor/Downey Book Bundles & Preparations

Jessica Sparenberg shared that she and Elizabeth Martindale had been busy preparing for Winsor/Downey Day, and book bundle distributions, which had been purchased. She shared that book bundles that were left over from last year had been distributed to other, smaller libraries, in Fulton County for their distribution to their area children. Ms. Sparenberg stated she thought this was appropriate to further accomplish the goal of increasing literacy and the love of reading in children as part of the Young Readers of Fulton County Endowment Fund. She outlined events in place for Winsor/Downey Day, slated to take place on May 29th, 2026.

Adjournment: The meeting was adjourned at 4:35 p.m.
(Motion: N. Jackson; Second: R. Vogel)

Attest: _____
Secretary

Date: _____