

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for February 21, 2024—3:58 p.m.**

**A.) Call to Order**

**Present:** Kevin Meade, Kim Freiley, Keely Vollmar, Cathy Ludlum, Jana Emmons, Rhonda Vogel, Nate Jackson, Andrea Barbknecht

**Absent:** None

**Staff Present:** Jessica Sparenberg

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

**Approved Motion:** Hearing no objections or corrections, the January 17, 2024 minutes for the regular meeting were approved by unanimous vote. (Motion: R. Vogel; Second: K. Freiley).

**C.) Public Comments**

Jessica Sparenberg shared a comment received via the comments box, in which a patron anonymously requested the presence of more children’s programming. This patron stated they would like to enjoy more activities at the library.

**D.) Communications**

**Elson Circle Fencing**

Jessica Sparenberg presented the drawing received from Graham & Hyde Architects, Inc., for the potential fencing of the Elson Circle. Jessica shared details from a meeting conducted with Doug Bentzinger on February 9, in which he provided recommendations for fencing materials, and safety measures. Board members had further questions about the proposed perimeter of the fencing, and Jessica said she would gather details for a vote to approve the design at the March 20, 2024 meeting.

**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. She stated the letters must be mailed back to the County Clerk by May 15<sup>th</sup>, 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.

**Children’s Librarian Medical Leave Update**

Jessica Sparenberg shared that the Children’s Librarian had proposed a potential return to work date of February 29, pending medical approval.

**Director’s Activities in January 2024**

Director activities in January: Rural Director's Group, City Director's Luncheon, Rotary Meetings, RAILS City Director's Group, Charles D. Ingersoll Trust Meeting

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

### **1.) Consent Agenda for January 2024**

**Approved Motion:** The board voted unanimously to approve the consent agenda for January 2024 (Motion: A. Barbknecht; Second: N. Jackson).

### **2.) Trustee Reappointments and Vacancy**

Jessica Sparenberg stated that Chris Leighton had tendered his resignation from the board, effective January 25<sup>th</sup>, 2024. She reported this vacancy to the Illinois State Library and the Mayor. She stated that while the requirement to fill the vacancy was 90 days, the timing lined up to fill the vacancy at the same time the board will be filling the vacancy following the anticipated resignation of Keely Vollmar at the end of her term on April 30<sup>th</sup>, 2024. Trustees reviewed the list of candidates for the vacancies, and will vote via ballot at the March 20<sup>th</sup> meeting to nominate candidates for appointment by the Mayor.

### **3.) FY25-FY29 Strategic Plan**

Jessica Sparenberg presented a finalized FY25-FY29 Strategic Plan and graphic to be posted to the website, to the board for review. The Strategic Plan will be used to review goals for the library's future progress and to meet standards outlined in *Serving Our Public 4.0: Standards for Illinois Public Libraries*, a requirement for State funding.

**Approved Motion:** The board voted unanimously to adopt the new FY25-FY29 Strategic Plan. (Motion: R. Vogel; Second: J. Emmons).

### **4.) Investment Policies**

Jessica Sparenberg presented the MidAmerica National Bank Annual Investment Policy to the board. Trustees reviewed the policy, and asked Jessica to follow up with the trust management team regarding projected percentage goals.

### **5.) Open Meetings Act Training**

Jessica Sparenberg reminded the board to please complete their annual Open Meetings Act Training and to provide her with a copy of the certificate of completion for the library files.

### **6.) Revision to the Board Meeting Schedule**

Jessica Sparenberg shared that there was an error on the schedule with regard to the November meeting. As board members typically have their meeting on the third Wednesday of every month, she asked that board members amend the schedule to reflect this, as it currently states that the November meeting will occur the fourth week of November, the week of Thanksgiving.

**Approved Motion:** The board voted unanimously amend the Meeting Schedule to reflect November 20<sup>th</sup>, 2024 as the date the monthly meeting would occur. (Motion: C. Ludlum; Second: K. Meade).

**Director's Evaluation**

Trustees at this time went into Closed Executive Session to discuss the results of individual Trustee evaluations submitted to the Board President prior to the meeting, for Jessica Sparenberg, Library Director for 2023.

**Approved Motion:** The board voted unanimously at 4:21 p.m. to go into Closed Executive Session per 5 ILCS 120/2 ( c ) 1. (Motion: K. Freiley; Second: J.Emmons)

**Approved Motion:** The board voted unanimously to conclude the Closed Executive Session at 4:33 p.m. (Motion: K. Freiley; Second: N. Jackson)

**Approved Motion:** The board voted unanimously to approve the Director's Evaluation for 2023. (Motion: J. Emmons; Second: A. Barbknecht)

**Adjournment:** The meeting was adjourned at 4:35 p.m. (Motion: K. Freiley; Second: R. Vogel)

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

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