

**NOTICE OF BOARD MEETING
WINNEBAGO PUBLIC LIBRARY DISTRICT**

*Gary Brown, President - Jacquie Olsen Vice President, Jim Ferrar, Treasurer - Wanda Cwiklo, Secretary
Ron Gibson, Trustee - Wendy Bennett, Trustee - Mark Stockman, Trustee*

Notice is hereby given that the Winnebago Public District, Winnebago County, Illinois, will hold a Board Meeting of the Winnebago Public District Board of Trustees at the Winnebago Public Library, 210 North Elida Street, Winnebago, Illinois 61088.

This time, date and purpose of the meeting are set forth in the following agenda:

**REGULAR BOARD OF TRUSTEES MEETING MINUTES
Thursday, August 17, 2023 6:30 pm**

1. Call to Order and Pledge of Allegiance
Meeting called to order by Gary Brown at 6:31 pm followed by the Pledge of Allegiance.

2. Roll Call
Gary Brown - present
Jacquie Olsen -ABS
Jim Ferrer - present
Wanda Cwiklo -present
Wendy Bennett - ABS
Ron Gibson - present
Mark Stockman - ABS
Guest:
Katie Schmoyer WPL Director

3. Additions or Corrections to the Agenda
Move 5. Approval of Meeting Minutes to September 14, 2023.
Add 6.6.7. Local History Room - 1st review
Move to September 14, 2023 - 7.1.1 IGA Agreement with Winnebago School District for non-resident students (Special guest Dr. Schwuchow)

4. Public Comment

5. Approval of Meeting Minutes

6. Reports, Discussion & Action Items
6.1 President's Report
Review the Mission Statement, please add mission to the agenda moving forward.
Our Mission
The Winnebago Public Library provides all patrons access to a variety of well-organized resources, services, and technologies that enrich and empower the community and evolve with its cultural needs.
6.2 Director's Report

FY24 Director's August Quarterly Report
(April, May, June 2023)

Board Action or Director Recommendations:

1. Quotes and links sent to board in June and July for board review—requesting funds to complete project. Can you give me an amount “up to” since it did not make it in the budget?

2. Need secretary's audit for IPLAR (due September 1st)

3. Please review the Nic Academy information I sent with the report—I want to add this great training tool to our current budget or for FY25—it allows for self-paced training and we could add a sexual harassment training module yearly for our staff.

Joined “Basecamp” and started the PrairieCat Project (August). Also worked on homework including grant possibilities, quotes, and arranging visits at board meetings with PrairieCat.

Summer Reading Program Statistics

June Programs—12 Total

July Programs—15 Total

June Program Attendance—80

July Program Attendance--66

Wall of participation—167

Submitted Reading Logs—478 Total

Grades:

PreK-K---84

1st-2nd—30

3rd-4th---60

5th-12th---62

Adult—242

(full report attached)

Motion was made by Jim Ferrer look into auth Katie to look into our website for cos

6.3 Treasurer's Report

6.3.1 Reconciliation Statement

Motion was made by Wanda Cwiklo to approve the Reconciliation Detail for July 2023. Seconded by Ron Gibson.

Yes - 4 No - 0 ABS - 3

Motion carried

6.3.2 Profit and Loss Statement

Motion was made by Wanda Cwiklo to approve the Profit and Loss Budget Statement for July 2023. Seconded by Ron Gibson.

Yes - 4 No - 0 ABS - 3

Motion carried

6.3.3 Ordinance 24-01 1st Review

6.4 Grounds Maintenance

Bushes look very good out front.

6.5 Facility

6.5.1 Facility Plan Committee

6.6 Policy Manual (See six handouts)

6.6.1 Charges, Fines and Appeals - 3rd review

Motion made by Jim Ferrer to approve Policy Manual for Charges, Fines and Appeals with noted correction of spelling submitted under Appeals page 2.

Seconded by Ron Gibson

Yes - 4 No - 0 ABS - 3

Motion carried

6.6.2 Access to Library Services - 2nd review

Motion made by Ron Gibson to approve Policy Manual for Access to Library.

Seconded by Jim Ferrer.

Yes - 4 No - 0 ABS - 3

Motion carried

6.6.3 ADA Compliance - 2nd review

Motion made by Jim Ferrer to approve Policy Manual for ADA Compliance.

Seconded by Ron Gibson.

6.6.4 Collection Management - 1st review

Recommendation to merge Collection Management with Evaluation of Challenged Material (6.6.6) renamed to Collection Management and Development

6.6.5 Emergency Procedures - 1st review

6.6.6 Evaluation of Challenged Material - 1st review

(See 6.6.4)

6.6.7 Local History Room - 1st review

6.7 Personnel

Katie Schmoyer is looking for two Board of Trustees members to work with herself and Emily Gundry to work out some personnel scheduling issues.

6.8 Closed Session--Closed Session: 5 ILCS 120/2 (1): the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.

7. Unfinished Business

7.1.1 IGA Agreement with Winnebago School District for non-resident students (Special guest Dr. Schwuchow)

Insurance update was given by Katie Schmoyer on behalf of Wendy Bennett.

Motion was made by Wanda Cwiklo to give BSA Troop 703 \$617.68 to refinish the picnic tables on the south lot; funds will be removed from the Building and Maintenance budget. Seconded by Jim Ferrer.

Yes - 4 No - 0 ABS - 3

Motion carried

8. New Business

9. Next Regular Board Meeting - September 14, 2023–Reminder 6:15 p.m. public hearing for Ordinance

10. Adjournment

Adjournment was made at 8:55 pm.



Gary Brown - WPL BOT President



Wanda Cwiklo - WPL BOT Secretary