

**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 MEETING MINUTES
Thursday, October 19, 2023**

1. Call to Order and Pledge of Allegiance

Meeting called to order by Gary Brown at 6:30 pm followed by the Pledge of Allegiance.

2. Roll Call:

Gary Brown - present

Jacquie Olsen - present

Jim Ferrar - present

Wanda Cwiklo -present

Wendy Bennett - present

Ron Gibson - present

Mark Stockman - present

Guest: Katie Schmoyer - Director

3. Additions or Corrections to the Agenda: None

4. Public Comment: None

5. Approval of Meeting Minutes : None Presented

6. Reports, Discussion & Action Items

6.1 President's Report: None Presented

6.2 Director's Report:

The Director presented her bound Annual Report for FY 23

6.3 Treasurer's Reports:

6.3.1 Reconciliation Statement

The Treasurer reported that there were no unusual expenditures during the month.

A motion to accept the Report was made and seconded.

Gary Brown - yes

Jacque Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - yes

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman – yes

Motion is approved

6.3.2 Profit and Loss Statement

The Treasurer presented that at the 58% point in the fiscal year we are operating within our budget and that a study by Jim and Tim provided that we are on track to incur a \$7,200 deficit. Down considerably from a \$40,000 deficit.

A motion to accept the Report was made and seconded.

Gary Brown - yes

Jacque Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - yes

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion was approved

6.4 Grounds Maintenance:

6.4.1 Picnic Tables

The Director reported that have been refinished and returned to the grounds

6.5 Facility

6.5.1 – Leaking fire sprinkler heads

The Library will be filing a claim with the insurance company regarding the damage and fixing of the fire sprinkler heads

6.6 Policy Manual

6.6.1 – Records Retention and Control – 2nd Read

A motion to accept the Records Retention and Control Policy was made and seconded.

Gary Brown - yes

Jacque Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - yes

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion was approved

6.6.2 – Sexual Harassment – 2nd Read

A motion to accept the Sexual Harassment Policy was made and seconded.

Gary Brown - yes

Jacquie Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - yes

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion was approved

6.7 Personnel – No Report

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. Nothing Required.

7. Unfinished Business

7.1.1 – Intergovernmental Cooperation Agreement between the Winnebago Community Unit School District 323 and the Winnebago Public Library District

A motion to accept the Agreement was made and seconded.

Gary Brown - yes

Jacquie Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - yes

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion was approved

7.1.2 – Proposed Winnebago Public Library Staff Hours

The Director presented and explained the proposal.

A motion to accept the Proposed Staff Hours was made and seconded.

Gary Brown - yes

Jacquie Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - yes

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion was approved

8. New Business

8.1.1 – Staffing Holiday Party

The party arrangements were discussed and assignments for food and other items made. It was also agreed to present \$25 Amazon gift cards to the staff.

8.1.2 – Annual Financial Report

The Treasurer presented the completed Annual Financial Report for review and approval.

A motion to accept the Annual Financial Report was made and seconded.

Gary Brown - yes

Jacque Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - yes

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman – yes

Motion is approved

9. Next Regular Board Meeting –November 16, 2023

NOTE: The December Board Meeting will begin at 5:00 PM due to the Holiday Party at 6:00 PM

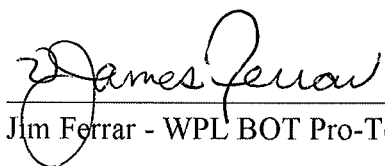
10. Adjournment

Motion was made and seconded to adjourn at 8:00 pm

Motion was approved.



Gary Brown - WPL BOT President



Jim Ferrar - WPL BOT Pro-Tempore Secretary