

WINNEBAGO PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

Thursday May 13, 2021

1. Winnebago Public Library Board of Trustees Meeting called to order at 6:37pm by Neil Potter followed by reciting the Pledge of Allegiance.

2. Roll Call:

Steve Scheider - ABS
Staci Thompson - ABS
Neil Potter - present
Wanda Cwiklo - present
Tracy Kruse - present
Cali Oberbroeckling - ABS
Jacquie Olsen - present
Katie Schmoyer - Library Director
Guests:
Gabe Ginger
Mike Wilhemi

3. Additions or Corrections to the Agenda

Remove:

- 4. Approval of Meeting Minutes
- 7.1 Board officer discussion and election
- 7.1 Board officer discussion and election

~~4. Approval of Meeting Minutes~~

5. Public Comment

No representatives were present.

6. Friends of the Library

Best Book Sale over-all over \$2500 profit.

7. Reports, Discussion & Action Items

~~7.1 Board officer discussion and election~~

~~7.2 Treasurer's Report~~

~~7.2.1 Expenditures Approval~~

7.3 Director's Report

Winnebago Public Library District FY21 Director's May Report

IT INFORMATION:

All passwords were obtained and letter provided to Nath Tech Inc. April 13, 2021

5/11/21—Received text message & email from Nath Tech Inc. for a \$4,785.00 Invoice with dates spanning from August 2020-April 20, 2021. Board requested that Katie Schmoyer receive additional information regarding the final invoice. Nath Tech has submitted multiple invoices and have been paid by the Winnebago Public Library during the time the additional charge listed were submitted. Would like detail list of services from Nath Tech.

Back up service moved to new IT company 5/3/21--\$137.00 Invoice; Onboarding rescheduled to May 27, 2021 (originally for April 22, 2021)

Certifications, Legal and Incident Reports:

AED/CPR renewed in FY20 with the staff—next renewal FY22

FOIA & OMA—next renewal November 2021

Sexual harassment training—Staff completed Saturday, September 26, 2020

Incident Report--Quarantine—Library Closed April 21st—April 30th—at the recommendation of the Winnebago County Health Department. We received news of positive COVID test for employee April 21st and we were closed by 3 p.m. that afternoon. Staff were required to quarantine until April 26th . Library was deep cleaned April 30, 2021. Received news of employee death the morning of April 27th . Flowers were sent April 29th . Flowers and memorial were placed at our service desk and an “in memory” message on our website.

Incident Report--Banned a patron for 30 days starting May 6, 2021 due to harassment of staff over the course of last year and starting up again this year. Including endless political conversations including researching and finding staff on their personal Facebook page's in order to determine their political views. This happened over the course of this past year (2020 and some 2021).

Legal—Last week we received a call from Environment Health which is a division of the Winnebago County Health Department due to an anonymous report. The gentleman I talked to on the phone asked a series of questions as to the provisions we are taking to keep the building and community safe and clean. He said we were taking all appropriate precautions—we passed!

7.4 Grounds Maintenance

7.4.1 Special Guest Gabe Ginger, Boys Scouts Special Project

Gabe Ginger is looking to complete a project to become an Eagle Scout.

The Winnebago Public Library would like to see the South Lot wherethe weekly Farmers Market is held every Friday from May to October, to look more of a park like setting with picnic tables (that are already on grounds) to be more in a mulched areas for easier maintenance. Gabe Ginger submitted a draft of his vision, the Board agreed to have Gabe Ginger move forward with project. There will be cost to the Library and Gabe will be looking for donations, if needed.

7.4.2 Special Guest Mike from Sign One-Electronic Signage

Mike Wilhemi submitted 3 quotes to WPL Board to review and answer any questions we may have. The Board would like to move forward and install electronic signage. This would require a few changes in area in question. The current sign out front by road would have to be removed and placed into a different area. One suggestion is to move to the South East corner of the Farmers Market. The quotes that have been submitted have been sent to other missing Board members for further review on May, 27, 2021.

7.5 Interior Maintenance

7.5.1 Lighting Project Update

The project is completed.

7.6 Policy

No update at this time.

7.7 Personnel

Loss of employee Sherri Kidd - Sherri passed away on April 27, 2021. She was and dedicated and well liked employee. She will be missed.

Hours of Operation will have some temporary changes because of staffing issues.

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

Not needed at this time.

8. Unfinished Business

No updates at this time.

9. New Business

Nothing new to report at this time.

10. Set Meeting Dates

Next regular meeting—May 27, 2021

11. Adjournment

A motion was made by Neil Potter to adjourn at 7:53 pm and seconded by Tracy Kruse.

Steve Scheider - ABS

Staci Thompson - ABS

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

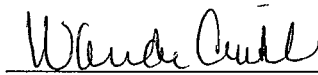
Cali Oberbroeckling - ABS

Jacquie Olsen - yes

Motion Carried



Steve Scheider - President



Wanda Cwiklo, Board of Trustees - Secretary