

**WINNEBAGO PUBLIC LIBRARY**  
**Board of Trustees**  
**Meeting Minutes**  
**Thursday, March 4, 2021, ZOOM 6:30 pm**

1. Winnebago Public Library Board of Trustees Meeting called to order at 6:33 pm by Steve Scheider followed by reciting the Pledge of Allegiance.

2. Roll Call:

Steve Scheider - present  
Staci Thompson - present  
Neil Potter - present  
Wanda Cwiklo - present  
Tracy Kruse - present.  
Cali Oberbroeckling - ABS  
Jacquie Olsen - present  
Katie Schmoyer, WPL Director

3. Additions or Corrections to the Agenda

Remove Grounds Maintenance 7.4 and 7.4.1

4. Approval of Meeting Minutes

A motion was made by Jacquie Olsen to approve February 18, 2021 meeting minutes and seconded by Tracy Kruse.

Steve Scheider - yes  
Staci Thompson - yes  
Neil Potter - yes  
Wanda Cwiklo - yes  
Tracy Kruse - yes  
Cali Oberbroeckling -ABS  
Jacquie Olsen - yes  
Motion Carried

5. Public Comment

No public representatives were present.

6. Friends of the Library

Upcoming Book Sale April 27-May1, 2021.

7. Reports, Discussion & Action Items

7.1 President's Report

Due to a power outage the alarm system was set off over the prior weekend. Lynn Allabaugh had to contact the alarm company to call alarm company to check that the system was functioning correctly.

7.2 Director's Report

7.2.1 Per Capita Grant Application Review

### 7.3 Grounds Maintenance

#### 7.3.1 Electronic Sign Proposals

REMOVED FROM AGENDA

### 7.4 Interior Maintenance

#### 7.4.1 Elevator and Breaker

Power outage caused the electrical breaker switch to trip problem was resolved.

### 7.5 Policy - Director Job Description

Last of the policies to be completed. Policies start with 68 policies down to 26, great work by Jaquie Olsen and Katie Schmoyer.

### 7.6 Personnel

Katie Schmoyer had to do some shifting of hours. All is good and handled.

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

No closed session needed at this time.

## 8. Unfinished Business

None at this time.

## 9. New Business

### 9.1 FY22 Library Objectives Proposal

#### **Winnebago Public Library District FY22 OBJECTIVES**

*This is a document the Director of the Winnebago Public Library is presenting to the Board of Trustees to be used to evaluate Director's performance in partnership with board established strategic plans, standards and the law. The goal is to partner with the Board, community, and staff to accomplish these goals.*

*Timeline: July 2021—April 2022.*

**\_GOAL 1: The library will be a center for the community, enhancing communication with users and potential users, actively seeking out opportunities for collaboration within the community, and actively participating in the life of the community. Responsibility:**

*Director/Board*

#### **1.1 Winnebago Community Historical Society.**

Director will partner with WCHS to create a genealogy program and informational session of the resources available in the history room.

#### **1.2 Seward Park District.**

Director will partner with the Seward Park District board to present a program at the center for families at least once during the fiscal year.

**GOAL 5: The library district will pursue financial and people resources to address the goals listed above. Responsibility: Director/Treasurer**

**5.1 Per Capita Grant.**

Director will apply for Per Capita Grant, report on prior year's expenditures and recommend to the board standards not in compliance for review. Grant funds will be implemented when received.

*Responsibility: Director/Board*

**5.2 OCLC Reclamation Project:** Director will use quote to budget and implement. Staff will be appropriately trained for ongoing maintenance.

9. Set Meeting Dates

Next regular meeting— March 4, 2021 via zoom 6:30 pm

10. Adjournment

A motion was made by Neil Potter to adjourn at 7:08 pm and seconded by Tracy Kruse.

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - yes

Jacquie Olsen - yes

Motion Carried



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Steve Scheider, Board of Trustees - President



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Wanda Cwiklo, Board of Trustees - Secretary

### **1.3 Winnebago Chamber of Commerce.**

Director will budget to participate in at least one program available through the Chamber to the community.

**GOAL 2: District residents will have access to appropriate materials, technology, training, programming, and services to enable them to develop literacy skills, to meet their information needs, to explore areas of personal interest, to gather in community, and to support the development of a life-long enthusiasm for learning. *Responsibility:***

*Director/Board*

#### **2.1 Community Assessment.**

The Director will interview the community through surveys and community dialogues. Information will be used to update SWOC analysis and strategic planning for next 5 years. *Responsibility: Director/Board*

#### **2.2 Evaluation of reference and reader advisory services.**

Director will work with staff to create a system of evaluation for reference services and resources for reader advisory.

**GOAL 3: The library's building and grounds will be maintained and improved to meet the commitment to be a community center and enhance program and service options.**

*Responsibility: Director/Board*

*See Facility Plan Attached*

**GOAL 4: The library's staff will have the resources, training, and support needed to address the goals listed above.**

#### **4.1 Records Organization & Disposal.**

Director will partner with bookkeeper and treasurer to weed and organize financial paper files. Director will follow laws and recommended guidelines established for records retention as provided in links below and through the State Illinois Archives Records Management Section. Once finished the Director will apply to the local records commission for destruction of records financial and project from weeding Director's office. *Responsibility:*

*Director/bookkeeper/treasurer*

#### **4.2 Staff Training.**

Director will work with staff to ensure staff are trained in the following areas:

- a. Technology training program.
- b. New staff orientation and training.
- c. Reference and reader advisory services.
- d. OCLC Prairie Cat Cataloging, as appropriate.