

WINNEBAGO PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Thursday, February 18, 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 - present
Jacquie Olsen - present
Katie Schmoyer, WPL Director

3. Additions or Corrections to the Agenda
Nothing at this time

4. Approval of Meeting Minutes

A motion was made by Staci Thompson to approve February 4, 2021 meeting minutes and seconded by Cali Oberbroeckling.

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

5. Public Comment

No representatives were present.

6. Reports, Discussion & Action Items

6.1 Treasurer's Report

A motion was made by Wanda Cwiklo to approve January 2021 Treasurer's Report and seconded by Jacquie Olsen.

Steve Scheider - yes
Staci Thompson - yes
Neil Potter - yes
Wanda Cwiklo - yes

Tracy Kruse -Neil Potter - yes

Cali Oberbroeckling -yes

Jacquie Olsen - yes

Motion Carried

6.1.1 Expenditures Approval

A motion was made by Steve Scheider to approve January 2021 Expenditures and seconded by Staci Thompson.

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse -Neil Potter - yes

Cali Oberbroeckling -yes

Jacquie Olsen - yes

Motion Carried

6.2 Grounds Maintenance

6.2.1 Gutter Update

6.2.2 Progress on outside signs: painting, removing and quotes for the new electronic sign.

Still getting quotes

6.3 Interior Maintenance

6.3.1 Lighting Project Update

We have been pre-approved for the grant to move forward with lighting project.

6.3.2 Orkin Pest Control Update

Orkin came in and problem have been resolved.

6.3.3 Heaters to Elevator/IT Room Update

6.4 Policy Manual

Need new updated Policy manuals. Katie Schmoyer will send out digital copy to all Board of Trustees Members.

6.5 Personnel

No action required at this time.

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

No action required at this time.

7. Unfinished Business

Director's Report

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—December 7, 2020; in my absence spoke to board president 12/8/2020

FOIA Commercial Request—12/11/20 (due), adjusted sent update 12/15/2020

FOIA/OMA Information—updated notebook at service desk 12/18/2020

IMRF Link posted on website 12/28/2020 per law

IL Dept. of Employment Security-- Determination--Fraudulent claim for Ben Ammons-- denied; letter to inform us—12/31/2020

Winnebago County Clerk—Use of library facility as a polling place paperwork—February 2, 2021 (due March 1, 2021)

Reports: Live and Learn Construction Grant final Report submitted June 30, 2020

IPLAR (Illinois Public Library Annual Report)—submitted Friday, August 28, 2020

ILLINET Interlibrary Loan (ILL) Statistical Survey—submitted December 15, 2020

Village Business Renewal—submitted December 14, 2020

Elevator Annual Inspection Mailed November 23, 2020; Certificate received & posted

Annual Library Certification Report—Not available through portal; suspended for 2020

Per Capita Grant Expenditures (last grant)—Submitted December 16, 2020 Per Capita Grant Application—Due March 15, 2021

Trends & Innovations:

Census—End date moved to September 30th (appeal in question, sent email about)

Pandemic-- REALM—study library materials and pandemic impact

RAILS L2 Website—transferring to a new one by end of month

Diversity audit for library collections & diversity training for staff

Non-resident cards and those at poverty level in schools/partnering with for libraries

Vaccination and Information about the vaccine

Collection Development:

Series reorganized and labeled on shelves in order—staff pic on front page of Gazette newspaper 9/28/2020

Per capita grant completed—filled in targeted gaps in nonfiction according to identified standards for IL Public Library. New per cap \$ to be spent on upstairs NF bookshelves.

iPad Program publication: front page of Gazette last publication in September
Staff now working on genre stickers throughout collection, starting with Historical (our most popular genre in community)—November-December.

Director is conducting a diversity audit of collection & working with volunteer on condition and availability of classics

Per Capita Grant FY21—Bookshelves arrived 12/28/2020—to replace bookshelves in upstairs nonfiction collection.

Staff is currently cleaning up the Youth Section catalog and spine labels for consistency and properly labeling the areas.

FY21 Director and Staff Training:

July 2020 Plans—Summer Reading Program & Pandemic Next Phase

August 2020—Next Phase Pandemic open library

September 26th Sexual Harassment prevention training

October 2020—Card Catalog-Patron Login Training

November 2020—No meeting, unless needed

December 2020-- No meeting due to holidays

*Director Attended RAILS Member Update; OMA & FOIA Webinar

January 28, 2021—No meeting

February 25, 2021— Technology Training

March 25, 2021—Diversity Training

April 29, 2021--- Summer Reading Program

May 27, 2021

June 24, 2021

*Attended ILA Conference Virtually through scholarship Oct 20th-Oct 22nd

8. New Business

8.1 Per Capita Grant Application Review

Just look over Application to be completed by Board of Trustees Members and Staff.

Nicole Smith, Present of the Winnebago Chamber of Commerce attended a meeting with the Winnebago Health Department on setting up vaccines in the Community.

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

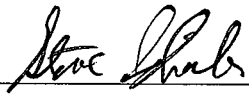
Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - yes

Jacque Olsen - yes

Motion Carried



Steve Scheider, Board of Trustees - President



Wanda Cwiklo, Board of Trustees - Secretary