

WINNEBAGO PUBLIC LIBRARY
Board of Trustees
Meeting Minutes
Thursday, January 7, 2021, ZOOM 6:30 pm

1. Winnebago Public Library Board of Trustees Meeting called to order at 6:32 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
Barb Contarino, Special guest

3. Additions or Corrections to the Agenda

Move 7.4.1 Guest to 5. Public comments.

4. Approval of Meeting Minutes

A motion was made by Cali Oberbroeckling to approve December 10, 2020 meeting minutes and seconded by Jacquie Olsen.

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

A motion was made by Staci Thompson to leave closed session minutes in closed files presented by Wanda Cwiklo and seconded by Steve Scheider.

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - yes

Jacque Olsen - yes

Motion Carried

5. Public Comment

Barb Contarino with Thayer Lighting presented Lighting Proposal (full proposal is attached).

Terms and Conditions:

1. Payment terms: 50% deposit due upon order. 50% due upon completion. Any adjustments will be reflected upon a final Invoice. Your payment is due upon receipt of this Invoice.
2. In the event of default payment, Customer agrees to pay outstanding balance, all costs of collections, and all legal fees, which may occur.
3. Project Manager will contact customers to schedule installation between the hours of hours of 7:00 am - 4:30 pm. Installation may vary by 1 or 2 days, customers will be notified.
4. Customers and employees must be willing to vacate a work space and assist in moving furniture, etc. as Thayer Installers move throughout the building. Customers recognize that there will be an additional charge for labor if Thayer Lighting, Inc. Is required to spend additional time or return to customer location due to installation area not being available for installation at agreed upon time.
5. Project Manager will discuss on-site storage with customers prior to installation beginning.
6. Any additional to the enclosed scope of work will be separate proposal and must be signed by a representative of Customer and Thayer Lighting, Inc. Fixture quantities may be +/- what is shown on the original scope of work and what ultimately installed. This will be detailed on the change order, however pricing per fixture remains as quoted and a new balance due will be provided to the Customer. Customer is charged only for the installed.
7. I certify that replaced equipment will be permanently removed by Thayer Lighting, Inc. I also certify that all materials removed, including lamps and ballasts, will be permanently taken out of service and disposed of in accordance with local codes and ordinances and that no resale of replaced equipment has or will take place.
8. ComEd incentives are submitted for approval from ComEd and not controlled or

guaranteed by Thayer Lighting, Inc.

9. ComEd nor Thayer Lighting, Inc. does not guarantee energy saving listed in this proposal.
10. Customer recognizes that this proposal is proprietary work product of Thayer Lighting, Inc. and agrees not to share the document with competing vendors (or employees thereof) of Thayer Lighting, Inc.

Additional information attached.

6. Friends of the Library

No representatives of the FOTL were in attendance.

7. Reports, Discussion & Action Items

7.1 President's Report

Nothing to note at this time.

7.2 Director's Report

Full report attached.

7.3 Grounds Maintenance

7.3.1 Outside Sign painting

Moved painting to Spring.

7.3.2 Gutters

Final invoice was received by Steve Scheider and was passed to Dana Woods to process and pay balance.

7.3.3 Electronic Sign

Steve Scheider has names of four local companies, to look at

7.4 Interior Maintenance

7.4.1 Moved to 5. Public Comment

7.5 Policy--2st Read and approval of Personnel, Approval of reformatted policy manual

A motion was made by Staci Thompson to approve Personnel Policy and seconded by Tracy Kruse as presented.

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - yes

Jacquie Olsen - yes

Motion carried.

7.6 Personnel

Nothing new to address.

7.7 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.

Not needed at this time.

8. Unfinished Business

8.1 Official seal library stamp quote for discussion & approval

A motion was made by Steve Scheider to approve the purchase of an Official Winnebago Public Library Seal Stamp and seconded by Jacquie Olsen.

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - yes

Jacquie Olsen - yes

Motion Carried

9. New Business

9.1 Important Dates: Important Dates & Deadlines: FY21: January 2021-August 2021 review.

9.2 Approval of Annual Insurance Renewal

9.3 Discussion Public Library Per Capita and Equalization Aid Grant Application requirements.

Katie Schmoyer will fill out and update any standards to be in compliance of application.

9.4 Open Meeting Act Webinar Discussion

10. Set Meeting Dates

Next regular meeting— January 21, 2021 via zoom 6:30 pm

11. Adjournment

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

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - yes

Jacquie Olsen - yes

Motion Carried



Steve Scheider, Board of Trustees - President



Wanda Cwiklo, Board of Trustees - Secretary