

**WINNEBAGO PUBLIC LIBRARY**  
**Board of Trustees**  
**Meeting Minutes**  
**Thursday, April 8, 2021**

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 - ABS/arrived 6:42 pm  
Cali Oberbroeckling - ABS  
Jacquie Olsen -present  
Katie Schmoyer, WPL Director

3. Additions or Corrections to the Agenda

None at this time.

4. Approval of Meeting Minutes

A motion was made by Staci Thompson to approve March 4, 2021 meeting minutes and seconded by Neil Potter with change.

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

A motion was made by Neil Potter to approve March 18, 2021 meeting minutes and seconded by Steve Scheider with correction.

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

## 5. Public Comment

No representatives were present.

## 6. Friends of the Library

No representatives were present.

## 7. Reports, Discussion & Action Items

### 7.1 President's Report

No report at this time.

### 7.2 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)

1 Commercial FOIA Request - 03/19/2021, conf. By company 03/22/2021

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—will submit after 2nd review

Annual Library Online Certification Report—February 23, 2021 completed

Statement of Economic Interest—Filed March 19, 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—Bridge Phase 4 & 5

Mental Health Awareness—May is National Mental Health Awareness

Update—when and how to access Census information

National Library Week - April 4-10, 2021

Money Smart Week - April 10-17, 2021

Legislative Update Illinois

General Assembly: Per Capita

The ILGA is in its last week of session before spring break March 29 through April 9. During that time, redistricting hearings will continue. March 29 is the deadline for substantive bills to move out of committee, although the Senate has extended that deadline until April 16. All legislation ILA is following is listed on our website. Two bills we are focused on in particular are moving through the committee process: SB2232, which codifies in statute the recent increases in per capita grants to public and school libraries. These increases were included in the approved FY2021 budget and fully appropriated, and are in the Secretary of State's/Governor's budget request for FY2022. However, the budget is undergirded by state law so it is important to see this piece through to ensure future full funding. It has been assigned to the State Government Committee.

Update: Disappointing News from ALA: President Biden released his infrastructure plan, and it fails to include funding for library facilities. Furthermore, the proposal would provide only half the level of grants for school facilities – including school libraries – that the House approved last year. Read more and urge the President to invest in library infrastructure to help shape our country for decades to come!

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.

Currently Shifting Sections—updating spine labels in youth area

Per capita grant—new bookshelves in adult nonfiction, magazines will go upstairs and everything will be/is shifted around.

Updating “T” (temporary barcodes) throughout library collection.

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 Attended ILA Conference  
Virtually through scholarship Oct 20th-Oct 22nd  
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, resources/updates handed out no need for mtg.  
February 25, 2021—Update/announcements  
March 25, 2021—Summer Reading Program Plans  
April 29, 2021—Mental Health Awareness Training & resources  
Director attended Webinar “Data that counts: Intro to Census Data to Public Libraries”  
April 6, 2021 @ 1pm  
Director attended webinar “Caring the Mind: Providing Mental Health Information at  
your Library” April 7, 2021 @ 1 pm  
Director will attend Diversity Webinar training (#3 in series) April 9, 2021 @  
9am-11am  
May 27, 2021—Summer Reading Program update  
June 24, 2021--?

### 7.3 Grounds Maintenance

Wanda Cwiklo was contacted by Rob Bucey from BSA Troop 703, a young man  
from his Troop is in need of a Eagle Scout Project would like to do the up-date  
needed on South side lot fixing Gazebo and mulching the grounds for picnic  
areas. Would like to attend meeting April 22, 2021.

Review quote for digital sign, bring questions to April 22, 2021 meeting

### 7.4 Interior Maintenance

#### 7.4.1 Elevator and breaker

We need to order a new breaker but not sure if this breaker will solve the  
problem. Quoted price just for the part is about \$400.00.

#### 7.4.2 Lighting Project Update

Project as been completed.

### 7.5 Policy

No updates at this time.

### 7.6 Personnel

No concerns at this time.

7.7 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.

No need at this time.

## 8. Unfinished Business

Quotes for outside Eletrical Signs.

## 9. New Business

Nothing new to report at this time.

10. Set Meeting Dates

Next regular meeting— April 22, 2021

11. Adjournment

A motion was made by Neil Potter to adjourn at 7:25 pm and seconded by Jaquie Olsen.

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - ABS

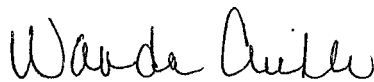
Jacquie Olsen - yes

Motion Carried



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Steve Scheider, Board of Trustees - President



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Wanda Cwiklo, Board of Trustees - Secretary

