

**WINNEBAGO PUBLIC LIBRARY**  
**Board of Trustees**  
**Meeting Minutes**  
**Thursday November 19, 2020, 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 (6:37 pm)
  - Katie Schmoyer, WPL Library Director - present
  
3. Additions or Corrections to the Agenda
  - 6.1.3 Official Library Stamp not Notary Stamp
  
4. Approval of Meeting Minutes
  - A motion was made by Steve Scheider to approve November 5, 2020 meeting minutes and seconded by Neil Potter.
  - 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 public representatives were in attendance.
  
6. Reports, Discussion & Action Items
  - 6.1 Treasurer's Report
    - A motion was made by Wanda Cwiklo to approve July to October 2020, Treasurer's Report and seconded by Cali Oberbroeckling 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

#### 6.1.1 Expenditures Approval

A motion was made by Staci Thompson to approve October 2020 Expenditures and seconded by Jacquie Olsen 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

#### 6.1.2 Annual FY20 Financial Report (Audit) Review and Approval

A motion was made by Steve Scheider to approve Annual FY20 Financial Report 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

#### 6.1.3 Official Library Stamp Purchase Discussion

Katie Schmoyer is waiting for price.

### 6.2 Grounds Maintenance

#### 6.2.1 Roof and Gutter Insurance

No update at this time.

#### 6.2.2 Storm Damage

Storm that hit Winnebago on Tuesday, November 10, 2020. Lots of limbs and two of the picnic tables were damaged. Erica Kielty and husband came and removed tables for no cost. Wanda Cwiklo will follow-up with a thank you card.

### 6.2.3 Outside Signs

Outside Sign was damaged in storm. Look into cost of electric sign moving forward.

## 6.3 Interior Maintenance

### 6.3.1 Structural Issues

Staff has pointed out different areas that have cracks, and suggested to have a structural engineer to look at things. We had Carlson Structural Engineers come out to look, recommended nothing needs to be done at this time. Invoiced us for the amount of \$360.00 for travel and time on site.

## 6.4 Policy Manual

6.4.1 Purchasing Policy 311. The board reviewed additional changes to this policy; an updated prevailing wage policy was incorporated into it. The first review was approved.

### 6.4.2 Personnel Policy Update

## 6.5 Personnel

At 7:03pm Steve Scheider moved to closed session seconded by Staci Thompson.

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - yes

Jacquie Olsen - yes

Motion Carried

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.

Steve Scheider moved to reopen open session at 7:49 pm seconded by Wanda Cwiklo.

Steve Scheider - yes

Staci Thompson - yes

Neil Potter - yes

Wanda Cwiklo - yes

Tracy Kruse - yes

Cali Oberbroeckling - yes

Jacquie Olsen - yes

Motion Carried

## 7. Unfinished Business

### 7.1 WCHS Memorandum of Understanding & Policy

Nothing new to present at this time.

8. New Business

Nothing new to report at this time.

9. Next Regular Meeting - December 10, 2020 at 6:30 pm via ZOOM

10. Adjournment

A motion was made by Staci Thompson to adjourn at 7:57 pm and seconded by Neil Potter.

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