

REGULAR BOARD MEETING

Meeting Minutes

January 20, 2022 6:30 pm

1. Winnebago Public Library Board of Trustees Meeting called to order at 6:30 pm by Staci Thompson followed by reciting the Pledge of Allegiance.

2. Roll Call:

Staci Thompson - present
Tracy Kruse - present
Neil Potter - present
Wanda Cwiklo - present
Jacquie Olsen - present
Gary Brown - present
Jim Ferrar - present
Katie Schmoyer - WPL Library Director

3. Additions or Corrections to the Agenda

None noted at this time.

4. Approval of Meeting Minutes

A motion was made by Gary Brown to approve the December 2021 Meeting Minutes and seconded by Neil Potter with correction.

Staci Thompson - yes
Tracy Kruse - yes
Neil Potter - yes
Wanda Cwiklo - yes
Jacquie Olsen - yes
Gary Brown - yes
Jim Ferrar - yes
Motion carried.

5. Public Comment

No representatives from the community were in attendance.

6. Reports, Discussion & Action Items

6.1 President's Report

Staci Thompson and Tracy Kruse composed a letter for WPL updates for publication. Jim Ferrar outlined points to start Strategic Plannings. Staci Thompson will send out possible dates for an upcoming COW Meeting to follow up on future Strategic Planning.

6.2 Director's Report

IT INFORMATION:

Looking into moving the remainder of the per capita grant money (about \$4,000) into the IT fund.

Certifications, Legal and Incident Reports:

Elevator Certification renewed & posted

Submitted Village Business registration renewal

Submitted ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey Report

Submitted Per Capita Grant Expenditures (last grant)-December

Submitted Per Capita Grant Application—December

Upcoming: Annual Library certification (February), Statement of Economic Interest (March), and Board Vote Approval Non-resident program- June/July)

Trends & Innovations:

Variant for COVID precautions; vaccination mandatory for employees? In person versus virtual programs?

Collection Development:

Completed--Genre & award winner stickers throughout collection

In Progress---Diversity Audit In Progress—Bookshelves, NF Adult

Completed--Updating "T" (temporary barcodes) throughout library collection

In Progress--Partnering with Friends of the Library to order books

FY22 Director and Staff Training:

July—No Staff Meeting

August—CPR/AED/Basic First Aid Training/Certification

September—Summer Reading Program wrap-up

October—Sexual Harassment Training

December—Reference & Reader's Advisory Services

January—Finished Reference & Reader's Advisory Services

February—Summer Reading Program Plans

COVID Precautions: Guidelines handed to staff, conversation about wearing masks

Shield around desk

Working with Cintas for sanitizing stations & approved cleaning products

Memorials/Donations:

Bonnie Newton Memorial completed—received \$345.00—Unrestricted Donation

Donation—Received \$1,500.00 Unrestricted Donation

6.3 Treasurer's Report

A motion was made by Staci Thompson to approve the Treasurer's Report for December 2021 and seconded by Jim Ferrar.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Jim Ferrar - yes

Motion carried.

Expenditures Approval

A motion was made by Gary Brown to approve the Expenditure Report for December 2021 and seconded by Wanda Cwiklo.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Jim Ferrar - yes

Motion carried.

6.4 Grounds Maintenance

No additional updates at time.

6.5 Interior Maintenance

No additional updates at time.

6.6 Policy Manual

6.6.1 Meeting of the Board of Trustees - 1st Read

6.6.2 Hours of Operation - 2nd Read

A motion was made by Gary Brown to approve the Hours of Operation Policy and seconded by Staci Thompson with correction.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter -yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Jim Ferrar- yes

Motion carried

6.7 Personnel

Katie Schmoyer noted that a new Assistant Library Director (Emily Gundry) has been hired and started. Emily has worked at the WPL in the past and her skills and knowledge will make her a great access to the WPL and community.

6.8 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 need at this time.

8 .Unfinished Business

Nothing new to report at this time.

9. New Business

Nothing new to report at this time.

10. Set regular meeting - February 17, 2022 at 6:30 pm

10. Adjournment

A motion was made by Wanda Cwiklo to adjourn at 7:28 pm and seconded by Gary Brown.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo -yes

Jacque Olsen - yes

Gary Brown - yes

Jim Ferrar - yes

Motion carried.



Staci Thompson - WPL Board of Trustee President



Wanda Cwiklo - WPL Board of Trustee Secretary