

**Winnebago Public Library (WPL)
Board of Trustees
Meeting Minutes
August 15, 2019 6:30 pm**

1. The meeting was called at 6:40 pm by Steve Scheider followed by the Pledge of Allegiance.

2. Roll Call

Steve Scheider – present
Staci Thompson – present
Neil Potter – present
Wanda Cwiklo – present
Tracy Kruse – ABS
Cali Oberbroeckling – ABS
Jacquie Olsen – present

Guests:

Katie Schmoyer, WPL Library Director
Dana Woods, WPL Bookkeeper
Irv Koning

3. Additions or Corrections to the Agenda

No additions or corrections to the agenda.

4. Approval of Meeting Minutes

A motion was made by Staci Thompson to approve the Board of Trustee minutes from August 1, 2019. This was seconded by Neil Potter. Motion carried.

Jacquie Olsen reported on the Secretary's Audit FY19.

The following notes were made when reviewing the FY19 minutes.

1. It was recommended that all attachments noted in meeting minutes be placed in the meeting minutes binder which is available for the public to review. It was felt that there was not enough room to add all the attachments to the website with the minutes but that it should be sufficient to have them available in the binder. The website can not the placement of all attachments in the binder for public information.

2. It was recommended that the board meeting agenda also be added to the meeting minutes binder and will be placed directly in front of the minutes.

3. Clarifications—Items needing more of a complete thought: (see attached)
4. Typos and spelling errors: (see attached)
5. Date Corrections: (see attached)

5. Public Comments

No public representatives were in attendance.

6. Reports, Discussion & Action Items

6.1. Library Director's Report

Katie Schmoyer, distributed the WPL District Annual Report.

The report includes: Yearly Circulation, Youth Circulation, Databases & WPL Print Magazine Circulation, Patron Cards, Interlibrary Loan, Audio Visual and Technology, Summer Reading Program, and Study Rooms vs Community Room Statistics. Katie was overwhelmed and extremely thankful with the amount of support for the summer reading program from the 39 program sponsors.

The full report is attached.

6.2. Historical Materials Project

No report was given at this time.

6.3. Grounds Maintenance

a) Roof Bid Update. Irv Koning is heading project with assistance from Steve Scheider.

6.4. Interior Maintenance

a) Nelson Fire Protection Sprinkler System Update. The sprinkler system needed a breaker replaced. The system had prematurely went off at 6:30 am alerting Irv Koning and Steve Scheider. When work was taking place the historical room, a tarp was used to cover items and furniture was moved to avoid any damage that could take place. John Rowling was notified. Irv Koning will remain at this time the first contact of any alerts that may occur with Steve Scheider remaining second contact.

b) Live and Learn Construction Grant Restroom Update. Katie Schmoyer informed the Board that Cunningham Construction has completed Men's and Women's bathrooms to meet ADA requirements. Attached is a list of completed work. Smallwood Construction can move forward to complete the next phase.

6.5. Closed Session

A closed session was not needed at this time.

7. Unfinished Business

7.1. Treasurer's Report

7.1.1. Treasurer's Report was presented by Neil Potter with assistance from Dana Woods, WPL Bookkeeper. A motion was made by Staci Thompson to approve the July 2019 Treasurer's report. This was seconded by Jacquie Olsen. Motion carried.

7.1.2. Expenditures Approval was presented by Neil Potter with assistance from Dana Woods, WPL Bookkeeper. A motion was made by Jacquie Olsen to approve the July 2019 Expenditures. This was seconded by Staci Thompson. Roll call vote needed.

Roll Call

Steve Scheider – yes

Staci Thompson – yes

Neil Potter – yes

Wanda Cwiklo – yes

Tracy Kruse – ABS

Cali Oberbroeckling – ABS

Jacquie Olsen – yes

Motion carried.

7.2. Treasurer's Bond Update, Neil Potter reported that he has filled out forms needed to file to become bonded for the WPL. A motion was made by Neil Potter to spend \$355.00 to have Dana Woods, WPL Bookkeeper become bonded as well. Both bonds will provide coverage to \$250,000.00. This was seconded by Steve Scheider. Roll call vote needed.

Roll Call

Steve Scheider – yes
Staci Thompson – yes
Neil Potter – yes
Wanda Cwiklo – yes
Tracy Kruse – ABS
Cali Oberbroeckling – ABS
Jacquie Olsen – yes
Motion carried.

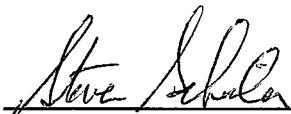
8. New Business

8.1. Ordinance 20-02 complete review is attached. Under NOTICE of Ordinance 20-02 on or before deadline date has not been confirmed for exact date in December of 2019. Katie Schmoyer will get confirmation date and correct Ordinance 20-02 before next Board of Trustees meeting on September 5, 2019. Motion and roll call vote shall take place on the next Board of Trustees meeting held September 5, 2019.

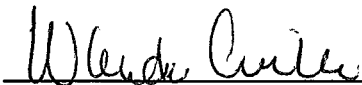
8.2. Policy 203 Committees of the Board of Trustees. The policy was reviewed in light of some changes to how the board meetings are to be conducted now that all meetings are full board meetings; there will no longer be Committee of the Whole (COW) meetings. The policy will be updated to reflect these changes and will be reviewed again at the next meeting in September. Policies 202 and 204 will need some corrections of verbiage will need to take place with 203 policy changes.

9. The next board meeting is set for September 5, 2019 at 6:00 pm.

10. A motion was made by Staci Thompson to adjourn the meeting at 7:44 pm. This was seconded by Neil Potter. Motion carried.



Steve Scheider - President



Wanda Cwiklo - Secretary