

# REGULAR BOARD MEETING

## Meeting Minutes

March 17, 2022 6:30 pm

1. Winnebago Public Library Board of Trustees Meeting called to order at 6:25 pm by Tracy Kruse followed by reciting the Pledge of Allegiance.

2. Roll Call:

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

3. Additions or Corrections to the Agenda

Add Statement of Economic Interests to new business

4. Public Comment

No representatives from the community were in attendance.

5. Approval of Meeting Minutes

A motion was made by Tracy Kruse to approve the February 2022 Meeting Minutes and seconded by Jim Ferrar.

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

6. Reports, Discussion & Action Items

6.1 President's Report

Strategic Planning information guidelines were given by Jim Ferrar.  
Wanda Cwiklo will get the agenda outlined and sent out by Friday, March 25, 2022.

## 6.2 Director's Report

### **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 Application—December
- Submitted Annual Library certification--March
- Upcoming: Statement of Economic Interest (March), and Board Vote Approval Nonresident program- June/July)

### **Personnel:**

- March—Assistant Director's final performance evaluation—made official
- March-Hired company to clean library starting March 14, 2022
- All positions are now filled

### **Collection Development:**

- Completed--Genre & award winner stickers throughout collection
- In Progress---Diversity Audit
- Completed—Bookshelves, NF Adult
- Completed--Updating "T" (temporary barcodes) throughout library collection
- In Progress--Partnering with Friends of the Library to order books
- In Progress—Weeding Career & Health NF material

### **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 2022 Plans

### **COVID Precautions:**

- Guidelines handed to staff, conversation about wearing masks
- Shield around desk
- Cintas started but has not finished process of updating our cleaning supplies
- Training on how to use Zoom for staff, how to set up programs

## 6.3 Treasurer's Report

A motion was made by Jim Ferrar to approve the Treasurer's Profit and Loss Budget vs Actual July 2021 through February 2022 and seconded by Tracy Kruse.

Staci Thompson - ABS

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - ABS

Gary Brown - ABS

Jim Ferrar - yes

Motion carried.

Expenditures Approval

A motion was made by Wanda Cwiklo to approve the Expenditure Report for February 2022 and seconded by Tracy Kruse.

Staci Thompson - ABS

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - ABS

Gary Brown - ABS

Jim Ferrar - yes

Motion carried.

#### 6.3.1 IMRF review

Motion was made by Neil Potter to the appointment of authorized agent Tim Kilbreath replacing Dana Woods IMRF Form 2.20 and seconded by Tracy Kruse.

Staci Thompson - ABS

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - ABS

Gary Brown - ABS

Jim Ferrar - yes

Motion carried.

#### 6.4 Grounds Maintenance

Staci Thompson reached out to Chad Insko regarding Hudson Insko doing the grounds maintenance this summer.

A motion was made by Tracy Kruse to approve the WPL Lawn Services Contract Agreement with Chad Insko, Insko Environmental, LLC. and seconded by Jim Ferrar.

Staci Thompson - ABS

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - ABS

Gary Brown - ABS

Jim Ferrar - yes

Motion carried.

#### 6.5 Interior Maintenance

Due to the continuation of an ant problem we are now on a program with Orkin and they are helping in investigating where they mabme coming from.

Thayer lighting came out to deal with a problem on the main level floor light covers (hanging over the children's section bookshelves). In the process Thayer found a potential for a leak as they said it felt sponge-wet like to the touch. In response, Katie Scymoyer contacted Nelson-Carlson concerned the sprinkler system pipes might have a leak. There is no visible evidence of it yet but we are following the steps Nelson-Carlson directed us to do at this stage. Katie does not believe it is the roof as we recently had that updated.

Still to follow up on the Furnace quote.

#### 6.6 Policy Manual

No updates at this time.

#### 6.7 Personnel

Janitor positions have been filled. This makes all positions within the Library now filled.

Emily Gundry has passed her 90 day reviews.

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.

Not needed at this time.

#### 7. Unfinished Business

According to Erica Kielty, WPL agent of Country Financial, any outstanding claims have been resolved and closed.

#### 8. New Business

Received into today's mail the Statement of Economic Interests to be filed no later than April 1, 2022. Wanda Cwiklo will submit them to the Winnebago County Office.

#### 9. Upcoming Meeting

Monday, March 28, 2022 at 5:30 pm - Strategic Planning

Thursday, April 21, 2022 at 6:30 pm

10. Adjournment

A motion was made by Tracy Kruse to adjourn at 6:49 pm and seconded by Jim Ferrar.

Staci Thompson - ABS

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo -yes

Jacque Olsen - ABS

Gary Brown - ABS

Jim Ferrar - yes

Motion carried.



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Staci Thompson - WPL Board of Trustee President



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Wanda Cwiklo - WPL Board of Trustee Secretary