

**NOTICE OF BOARD MEETING
WINNEBAGO PUBLIC LIBRARY DISTRICT**

*Gary Brown, President - Jacquie Olsen Vice President, Jim Ferrar, Treasurer - Wanda Cwiklo, Secretary
Ron Gibson, Trustee - Wendy Bennett, Trustee - Mark Stockman, Trustee*

Notice is hereby given that the Winnebago Public District, Winnebago County, Illinois, will hold a Board Meeting of the Winnebago Public District Board of Trustees at the Winnebago Public Library, 210 North Elida Street, Winnebago, Illinois 61088.

This time, date and purpose of the meeting are set forth in the following agenda:

**REGULAR BOARD MEETING MINUTES
Thursday, May 16, 2024**

1. Call to Order and Pledge of Allegiance
Meeting called to order by Gary Brown at 6:30 pm followed by the Pledge of Allegiance.
2. Roll Call:
Gary Brown - present
Jacquie Olsen - present
Jim Ferrar - present
Wanda Cwiklo -absent
Wendy Bennett – present
Ron Gibson - present
Mark Stockman - present
Guests: Emily Gundry – Assistant Director & Tim Kilbreath - Bookkeeper
3. Additions or Corrections to the Agenda: Add:
6.6.3 – 1st read of FY 25 Budget
6.6.4 – Handout / discuss FY 23 Audit Report.
Move 8. New Business
4. Public Comment: None
5. Approval of Meeting Minutes:
April 18, 2024 – A motion to accept the minutes was made by Ron Gibson and 2nd by Mark Stockman. The motion was approved.
Gary Brown – yes Wendy Bennett - yes
Jacquie Olsen – yes Ron Gibson - yes
Jim Ferrar – yes Mark Stockman - yes
Wanda Cwiklo – absent

Special Board Meeting April 29, 2024 – After minor changes a motion to accept the minutes was made by Wendy Bennett and 2nd by Mark Stockman. The motion was approved.

Gary Brown – yes
Jacquie Olsen – yes
Jim Ferrar – yes
Wanda Cwiklo – absent

Wendy Bennett – yes
Ron Gibson - yes
Mark Stockman - yes

6. Reports, Discussion & Action Items

6.1 President's Report –

1) – Celebration for Katie – A friend of Gary's, Pat Wakeley, has offered to plan a party of Katie's departure. The Board suggested that an "open house" should be held for the entire community on May 30th from 4 to 6 PM in the library depending on Katie's availability. *Subsequent to the meeting Katie agreed with the date.* A motion was made by Wendy Bennett and 2nd by Ron Gibson to allocate \$500 for the refreshments and a plaque for Katie. Motion was approve.

Gary Brown – yes
Jacquie Olsen – yes
Jim Ferrar – yes
Wanda Cwiklo – absent

Wendy Bennett – yes
Ron Gibson - yes
Mark Stockman - yes

A motion was made by Mark Stockman and 2nd by Ron Gibson to give Katie a gift of \$1,000 for her many years of service to the library and community. Motion was approved.

Gary Brown – yes
Jacquie Olsen – yes
Jim Ferrar – yes
Wanda Cwiklo – absent

Wendy Bennett – yes
Ron Gibson - yes
Mark Stockman - yes

2) – The President reported that the Library was awarded the "Community Betterment Award. The ceremony will be held on June 11, 2024 at the New Life Church at 6 PM. Katie and Emily were asked to attend. Tickets are being sold for the event.

3) – Posting of Vacancy for Library Director. It was agreed that the position will be posted immediately after a review of the announcement by Mark Stockman. Jacquie Olsen will manage the posting and receive any applications. *Subsequent to the meeting the vacancy notice has been posted.*

6.2 Director's Report: The Director had sent emails to the Board during the past two weeks:

- 1) May 3, 2024 Composite to do list, and
- 2) May 15, 2024 Board Meeting.

In these emails Katie spelled out all that she was doing to smooth the transition of her departure and to identify actions being worked on.

6.3 Treasurer's Reports:

6.3.1 Reconciliation Statement

The Treasurer reported that there were no unusual expenditures during the month. A motion to accept the report was made by Ron Gibson and 2nd by Mark Stockman. The motion was approved.

Gary Brown – yes	Wendy Bennett - yes
Jacquie Olsen – yes	Ron Gibson - yes
Jim Ferrar – yes	Mark Stockman - yes
Wanda Cwiklo – absent	

6.3.2 Profit and Loss Statement

The Treasurer presented that at the 83% point in the fiscal year we are operating within our budget and that a study by Jim and Tim provided that we are on track to incur a surplus for the year. A motion to accept the report was made by Ron Gibson and 2nd by Mark Stockman. The motion was approved.

Gary Brown – yes	Wendy Bennett - yes
Jacquie Olsen – yes	Ron Gibson - yes
Jim Ferrar – yes	Mark Stockman - yes
Wanda Cwiklo – absent	

6.3.3 FY 25 Budget

The Treasurer presented the 1st Read of the FY 25 Budget. It revealed a balanced budget of \$390,360 (Revenue & Expenses). Still to be finalized are salaries given the need to select a new Director.

6.3.4 FY 23 Audit Report

The Treasurer handed out a copy of the Audit Report completed by M.A. Schindler & Associates.

6.3.5 Bonus to Bookkeeper

A motion was made by Jim Ferrar and 2nd by Ron Gibson to award Tim Kilbreath a bonus of \$250 for his work on the finances during the transition of directors. The motion was approved.

Gary Brown – yes	Wendy Bennett – yes
Jacquie Olsen – yes	Ron Gibson - yes
Jim Ferrar – yes	Mark Stockman - yes
Wanda Cwiklo – absent	

6.4 Grounds Maintenance:

Ron Gibson reported that it appears the repairs to the glass sliding door to the conference room have been completed.

Ron also reported that the contract for the installation of lights had to be corrected as the vender said they would install lights on the south side of the building instead of the north side.

Ron also reported on the proposal from ComEd to install a pole on the north side parking light with the wiring being underground. The charge for this is \$77.59 per month for two years. Further discussion presented the fact that our grant from the State may cover these charges. Ron and Mark will pursue this further.

6.5 Facility No Report

6.6 Policy Manual

6.6.1 Personnel 3rd Review

The Board agreed with a previous decision that the Library Director did not require a separate contract, only a statement that they accepted the position.

Jacquie Olsen presented the facts surrounding a new State law Paid Leave for All Workers Act (PLAWA) that went into effect January 1, 2024. In essence it requires the awarding of 1 hour of paid leave (not designated sick or vacation) for every 40 hours worked. Further work and decisions need to be made on what benefits, including paid sick time and if we pay out any PTO upon separation of staff, that our budget will allow.

6.7 Personnel – Nothing to Report

Mark Stockman made a motion to go into closed session 2nd by Wendy Bennett. The motion was approved at 8:02 PM

Gary Brown – yes	Wendy Bennett – yes
Jacquie Olsen – yes	Ron Gibson - yes
Jim Ferrar – yes	Mark Stockman - yes
Wanda Cwiklo – absent	

Closed Session--Closed Session: 5 ILCS 120/2 (1): the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.

- 1) – Salary of Interim Director
- 2) – Bonus to Employee
- 3) – Implementation of PLAWA
- 4) – Gift to Director & Party Plans
- 5) – Salary for posting of Director vacancy

Mark Stockman made a motion to exit Closed session and return to the Open meeting at 8:36 PM. Ron Gibson seconded the motion. It was approved.

Gary Brown – yes	Wendy Bennett – yes
Jacquie Olsen – yes	Ron Gibson - yes
Jim Ferrar – yes	Mark Stockman - yes
Wanda Cwiklo – absent	

7. Unfinished Business – Nothing to Report

8. New Business – Salary to the Interim Director

Jacquie Olsen made a motion, 2nd by Ron Gibson to offer Emily Gundry a bonus during the period that she serves as the Interim Director. Motion was approved.

Gary Brown – yes

Wendy Bennett – yes

Jacquie Olsen – yes

Ron Gibson - yes

Jim Ferrar – yes

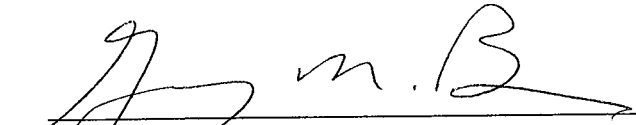
Mark Stockman - yes

Wanda Cwiklo – absent


Subsequent to the meeting Emily has consented to serve as the Interim Director.

9. Next Regular Board Meeting – June 20, 2024 (6 PM for DCOLGE) – 6:30 PM for Board Meeting. Celebration Party for Katie May 30, 2024 at 4 PM.

10. Adjournment: A motion to accept adjourn was made by Mark Stockman and 2nd by Ron Gibson. The motion was approved at 8:56 PM.



Gary Brown - WPL BOT President



Jim Ferrar - WPL BOT Pro-Tempore Secretary
WANDA Cwiklo

