

Winnebago Public Library District Board of Trustees
Special Meeting Minutes
May 22, 2019
6:00 pm

1. Call to Order and Pledge of Allegiance

The regular meeting of the Winnebago Public District Board of Trustees was called to order at 6:10 pm by Board President Irv Koning with the Pledge of Allegiance.

2. Roll call

Present were Board members:

Irv Koning – President

Steve Scheider – Vice-President

Wanda Cwiklo – Secretary

Tracy Kruse – Trustee

Donna Hall - Trustee

Cali Oberbroeckling – Trustee

Staci Thompson – Trustee

Guest: Dana Woods – WPL Bookkeeper

3. Additions/Corrections to the Agenda

Move item #5. Reports, Discussion & Action Items after #6. Unfinished Business

Next COW meeting is June 20, 2019 not June 21, 2019 as presented on the agenda.

4. Public Comment

No Public present

6. Unfinished Business

6.1 Treasures Report

Discussion and clarification needed on several line items.

Expenses for April:

60100 Total-Year \$20,645.44 229% over budget. When looking at Dana's report and with her clarification, in the month of April should have been -\$3218.00 and was added as a positive number this would lower the Total-Year to Total Expenses to \$14,209.16. being 157.88% over budget.

60101 Budgeted amount S/B \$650.00, 192.9%

60105 Budgeted amount S/B \$8,000.00, 78.54%

60110 Budgeted amount S/B \$9,500.00, 45.71%

60113 Budgeted amount S/B \$516.00, 118.55%

60850 need to looked into and maybe have funds re-class moving forward.

60153 Debt Retirement Expense – S/B a split expense from March and April.

60182 – Question on how many hours are allowed per week – 12 hours split between 8 hours to Martin Korving and 4 hours to Dana Woods. Dana Woods have given 2 extra hours for May and June to Marty.

Dana submitted a complete April Report for all Expenses – (attached) Board requested that we have this formatted Report submitted monthly to BOD meeting. With a year to date percentage added to bottom of report.

Additional questions presented to Dana were following:

Order of checks and balances:

Mail is opened by Lynn Allabaugh – Director Assistant, forward to Katie Schmoyer to review (part of the review is to add line item expense) and sign off, once Katie has signed and approved each bill, submitted to Dana Woods for payment.

April payables were reviewed but not voted on at regular Board meeting on May 2, 2019. Payables re-reviewed at this meeting.

Motion to approve the April payables made by Cali Oberbroeckling, second made by Staci Thompson.

Roll Call Vote
Irv Koning – Yes
Steve Scheider – Yes
Wanda Cwiklo – Yes
Donna Hall – Yes
Tracy Kruse – Yes
Cali Oberbroeckling – Yes
Staci Thompson – Yes
Approved and copy attached to be filed.

6.2 State Minimum Wage and Budget Discussion

Law says in the State of Illinois that we are to raise employees using the following schedule:

Pay Schedule:

January 1, 2020 - \$9.25

Currently WPL staff at the service desk start at \$9.25

Currently WPL pages start at \$8.25 (they will increase)

All hourly employees must be at the following rate by:

July 2020 - \$10.00

January 2021 - \$11.00

January 2022 - \$12.00

January 2023 - \$13.00

January 2024 - \$14.00

January 2025 - \$15.00

Employees under age of 18 will have a different rate of pay scale which is lower than listed above. 1 WPL page at this time is under age of 18 but will turn on January 2, 2010 and new rate listed above will apply. (attached - Minimum Wage Illinois Increase Schedule)

The Budget for FY20 Katie Schmoyer submitted two – one with a percentage wage increase for all employees (not including pages) plus adding the \$1.00 increase at the beginning of the fiscal year. Second with a percent increase at the beginning of the fiscal year and then a \$1.00 increase to be given in January 2020. Dana Woods recommended that we would not add the dollar increase until January 2020.

5. Personnel: Closed Sessions

The Board did not see the need for closed session at this time, will carry over Director Kate Schmoyer yearly evaluation to June 6, 2019 for further review.

7. New Business

A motion was made by Tracy Kruse to add Steve Scheider as a signatory to any financial institutions including but not limited to German American State Bank regarding the Winnebago Public Library business. A second was made by Donna Hall.

Roll Call Vote
Irv Koning – Yes
Steve Scheider – Yes
Wanda Cwiklo – Yes
Donna Hall – Yes
Tracy Kruse – Yes
Cali Oberbroeckling – Yes
Staci Thompson – Yes
Approved

Cali Oberbroeckling left meeting at 7:52 pm

We had some discussion regarding if Katie really needed to continue her Masters at this time for her current Directors position and personal growth. A more In-depth conversation will take place with Katie in June 6th meeting.

8. Set Meeting Dates

- Next BOD meeting – June 6, 2019
- Next COW meeting – June 20, 2019

9. Adjournment

Motion moved to adjourn evening meeting at 8:19 pm by Donna Hall. Seconded by Tracy Kruse. Motion Approved.



Irv Koning, President



Wanda Cwiklo, Secretary