

**WINNEBAGO PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING MINUTES**

October 19, 2017 7 pm

The Committee of the Whole meeting of the Winnebago Public Library District Board of Trustees was called to order at 7 pm by Board President Irv Koning with the Pledge of Allegiance.

Roll Call

Present were Board members Chuck Fricke, Irv Koning, Cali Oberbroekling, Steve Scheider, and Pat Wakeley. Board member Staci Thompson was absent. Library Director Katie Schmoyer was present.

Additions/Corrections to the Agenda

Pat Wakeley requested that Orientation of New Board Members be added under Other Business. Chuck Fricke requested that Audit be added under Other Business.

Reports and Discussion

Historical Materials project (Wakeley): No report.

Grounds Maintenance (Scheider): No report.

Interior Maintenance (Schmoyer):

The flooring on the lower level wooden floor needs replacement. Katie Schmoyer is getting estimates for flooring removal and replacement with carpeting in a solid color. Lonnie's Carpet Max has presented an estimate: materials \$1,495.47 and services \$3,182.53. Top Notch Lumber has also been asked for an estimate.

Exterior Lighting Project (Koning):

Katie and Irv Koning have walked around the building after dark and observed deficiencies. Irv will present a plan for corrections.

Policy Development/Approval (Schmoyer):

Katie Schmoyer presented revisions to policies 302: Charges and Fines, 802/802A: Assistant Director Job Description, and 805/805A: Library Page Job Description. For policy 302, the board discussed appropriate copier fees and asked Katie to report actual copier costs. Katie reported that assistant director Lynn Allabaugh has reviewed policy 802 and is OK with it. Pat Wakeley requested that the title of policy 805 be made consistent with other job description titles. Regarding background checks, Cali Oberbroekling explained CANTS: Child Abuse & Neglect Tracking System. Cali will provide additional information at the next board meeting and Katie will check to see if other area libraries are using it. Following discussion, policies will be presented for first reading at the November regular board meeting.

Personnel (Koning): No report.

Other Business

Orientation of New Board Members: Staci Thompson is unable to attend the November COW meeting. Board members agreed to keep the established meeting schedule and include orientation information at the November and December regular meetings.

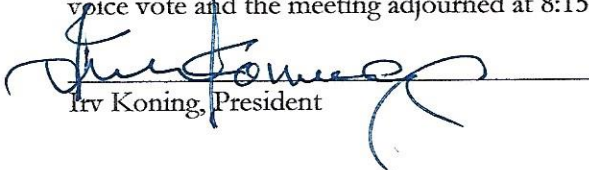
Per Capita Grant Application: Deferred to the November regular meeting as part of the orientation presentation.


Audit: Chuck Fricke reported that he shared the Board's expectations for future audits with WIPLFI and the auditor promised to meet expectations. Bookkeeper Dana Woods is pulling materials together for the audit.

Holiday Dinner for Staff: The Board will host a holiday dinner for library staff and plus ones immediately before the December 7 board meeting: The meal will be catered and Irv will place the order. Cali and Chuck will provide desserts. Steve will provide beverages. Pat will provide table decorations, plates, utensils, cups, and napkins. Katie will prepare the invitation and signup sheet.

Adjournment

Steve Scheider moved to adjourn the meeting. Cali Oberbroekling seconded the motion. Motion carried on a unanimous voice vote and the meeting adjourned at 8:15 pm.


Irv Koning, President


Pat Wakeley, Secretary