

**WINNEBAGO PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING MINUTES  
March 23, 2017 7:30 pm**

The Committee of the Whole meeting of the Winnebago Public Library District Board of Trustees was called to order at 7:40 pm by Board President Irv Koning with the Pledge of Allegiance.

**Roll Call**

Present were Board members, Chuck Fricke, Irv Koning, Steve Scheider, and Pat Wakeley. Don Hyson and Allan Levandowski were absent. Library Director Katie Schmoyer was present.

**Additions/Corrections to the Agenda**

Katie Schmoyer asked that a request from Klehm arboretum be added to the agenda under Other Business.

**Reports, Discussion & Action Items**

Historical Materials project (Wakeley/Fricke): No report.

Grounds Maintenance (Scheider): Meridian nursery is preparing a quote for north woods clean up. Tim Wurster has already provided a quote. A decision will be made when both quotes are available.

Assistant Director Lynn Allabaugh is coordinating the high school students work day. What the students do depends on the day they will be onsite and the weather. Cleaning debris from the south lot is a possibility.

Chuck Fricke reported that there is debris on the roof at the back of the building. It may be necessary to clean it off and check the performance of the gutters.

Chuck also suggested that cracks in the parking lot might need to be filled. The last time the lot was sealed and striped was in 2013. Asphalt Coating Technologies did the work.

Building Projects (Hyson):

Staff Workroom Plan/Cost Quote: Katie Schmoyer presented a plan for reconfiguring the work room to be more effective for work processing, staff breaks, and traffic flow. Cunningham Construction has quoted \$5,400 for the work. The Board requested that Katie ask Guy Cunningham for more specifics.

Policy Manual (Fricke/Schmoyer):

Policy 804 and 806 for review: Revised Policy 804 will be presented with changes for first read at next regular meeting. New policy 806 will be presented with corrections for first read at the next regular meeting.

Personnel (Koning/Levandowski): Irv Koning reported that he has received Katie Schmoyer's self assessment and will forward it to board to complete their individual assessments no later than April 19. Katie shared the assessment format that staff use to give her feedback.

**Other Business**

Chuck Fricke reported that the annual financial report has been sent to the state by the auditing firm. The full audit is not yet complete. He requested that the library hold payment of the partial audit bill at this time.

FY18 Objectives: Board members reviewed the proposed objectives presented by Katie Schmoyer and made a number of suggestions. Katie will bring a revised list for discussion at the next regular meeting.

Technology Long Range Plan: The Board agreed to defer discussion of this item until the next COW meeting

Board Breakfast for Staff: The staff breakfast is Thursday, April 13 at 8:30 am. Irv Koning and Steve Scheider will take care of food and beverages. Pat Wakeley will take care of table coverings, paper goods, and serving utensils.

Statement of Economic Interest Filing: Board members reported receiving their letters of instruction and were reminded to use their WPL email addresses to log in to file.

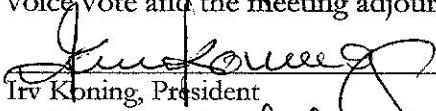
Klehm arboretum request: Arboretum staff are asking permission to dig up a small section of Virginia bluebells from the Ruby Hodges Memorial garden to plant in their native species garden. The Board agreed.


**Board Q & A Opportunity**

There were no questions from board members.

**Adjournment**

Chuck Fricke moved to adjourn the meeting. Steve Scheider seconded the motion. Motion carried on a unanimous voice vote and the meeting adjourned at 9:30 pm.

  
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Irv Koning, President

  
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Pat Wakeley, Secretary