

**WINNEBAGO PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING MINUTES
September 21, 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, Steve Scheider, and Pat Wakeley. Library Director Katie Schmoyer was present.

Additions/Corrections to the Agenda

Katie Schmoyer requested the addition of FY18 per capita grant requirements under Other Business.

Reports and Discussion

Historical Materials project (Wakeley): Pat Wakeley reported that she has done preliminary review some of the family files and developed a standardized approach for recording contents. Content review and listing will begin next Wednesday.

Grounds Maintenance (Scheider): Tim Wurster brush hogged the back and north woods. Irv Koning will complete tree trimming. Four honor society members will be here to weed on Sunday with Steve's supervision. Tim Wurster has brush hogged the area next to the alley. He recommends leaving the area alone until spring and then he will level and seed. He will send a quote. Ron Huggins will provide a quote for snow plowing.

Exterior Lighting Project (Koning): The light over the side door is not working. Katie will call the electrician.

Policy Development/Approval (Schmoyer): No report.

Personnel (Koning): No report.

Board Member Appointments

Katie Schmoyer reported that board member appointment information is on the website. Steve Scheider has talked with Staci Thompson and she is considering applying for appointment.

Other Business

The library has received another bill from Wipli for additional audit costs. Chuck Fricke will contact the auditor. Katie will ask other directors who they use for their audits.

FY18 Per Capita Grant requirements: the per capita grant application is due January 15, 2018. Katie shared the grant requirements. The board will discuss chapter 1-5 of *Trustee Fact Files* at the October COW meeting. Pat Wakeley will attend the library staff meeting on Fire Safety.

Adjournment

Steve Scheider moved to adjourn the meeting. Chuck Fricke seconded the motion. Motion carried on a unanimous voice vote and the meeting adjourned at 7:30 pm.

Irv Koning, President

Pat Wakeley, Secretary