

**WINNEBAGO PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING MINUTES
February 16, 2017 7 pm**

Committee of the Whole meeting of the Winnebago Public Library District Board of Trustees was called to order at 7:00 pm by Board President Irv Koning with the Pledge of Allegiance.

Roll Call

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

Additions/Corrections to the Agenda

Pat Wakeley requested the agenda item "Board vacancies" be moved from Other Business to the beginning of the agenda. She asked that the board calendar be added under Other Business. Katie Schmoyer asked that Local Government Expense and Control Act be added under Policy Manual

Reports, Discussion & Action Items

Board Vacancies: Pat Wakeley reported that she filed an amended Certificate of Ballot with the County Clerk's office on February 7, at the request of the County Clerk. Due to the complications arising from the transition to four year terms and the number of unexpired terms, the County Clerk requested that the way the vacancies are described on the certificate be changed. The amended certificate does not affect any candidates running for election.

Pat Wakeley introduced Paul Haeflinger to the Board as a potential appointee for one of the unexpired vacant terms. Board members explained the board's working process and Paul told us about himself.

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

Grounds Maintenance (Scheider): The library has received a quote from Nason's Landscaping for weed control for \$126.88. Approval will go on the agenda for the March regular meeting. Katie Schmoyer was asked to contact Tim Wurster for a quote for summer moving and to find out if he has the capability to brush hog the north woods.

Painting Projects (Hyson): Cunningham Construction will install the ceiling fans on the upper level tomorrow and Saturday.

Policy Manual (Fricke/Schmoyer):

Local Government Travel Expense and Control Act: Katie Schmoyer will draft an ordinance and policy to comply with the new act.

Board members discussed new policy 307: Internet Use, which was entered for first reading at the February 2 regular meeting. Reference to Policy 314: Library Conduct will be added to the policy

Personnel (Koning/Levandowski): Board members discussed a first draft of a performance review format for the library director FY 17 review. Pat Wakeley will revise the form to incorporate changes.

Other Business

Technology Inventory: Katie Schmoyer presented the results of the library's technology inventory and strategic plan. Recommendations will be considered in FY18 objectives and budget.

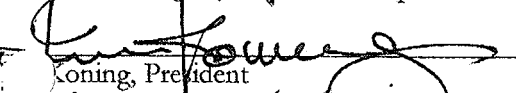
Board Calendar: Pat Wakeley shared an updated calendar for January-June 2017. Board members agreed with the schedule presented for developing FY18 objectives and budget and for the library director's performance assessment and FY18 employment agreement. Katie Schmoyer has been coached in calendaring and is preparing the FY18 calendar for ordinances.


Board Q & A Opportunity

There were no questions from board members.

Adjournment

Don Hyson moved to adjourn the meeting. Steve Scheider seconded the motion. Motion carried on a unanimous voice vote and the meeting adjourned at 9:15 pm.


Irv Koning, President


Pat Wakeley, Secretary