

**WINNEBAGO PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**November 1, 2017 7 pm**

The regular 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, Staci Thompson, and Pat Wakeley. Library Director Katie Schmoyer was present. ~~Norma Kloster was present representing the Friends of the Winnebago Public Library.~~ *piw*

**Additions/Corrections to the Agenda**

There were no additions or corrections to the agenda.

**Approval of Minutes**

Steve Scheider moved approval of the minutes of the October 5, 2017 regular board meeting, as corrected. Cali Oberbroekling seconded the motion. Motion carried on a unanimous voice vote. Steve Scheider moved approval of the minutes of the October 19, 2017 committee of the whole board meeting. Cali Oberbroekling seconded the motion. Motion carried on a unanimous voice vote.

**Public Comment**

There was no public comment.

**Friends Report**

There was no Friends report.

**President's Report**

Irv Koning reported that the Winnebago Historical Society's first program was attended by more than 90 individuals. John Rowley and Bob Weldon presented information about some of the first settlers in the Winnebago area.

**Library Director's Report**

Katie Schmoyer presented a written report which is entered in the files. Katie reviewed progress on the FY 18 objectives.

**Treasurer's Report**

Chuck Fricke presented the Treasurer's report. Income is at 94% and expenses are at 36%. Katie will check on staff travel and Mediacom expenses. Pat Wakeley moved approval of the treasurer's report. Irv Koning seconded the motion. Motion carried on a unanimous voice vote.

Chuck Fricke reported that he has increased the limit on the check amount that the bookkeeper can sign to \$7,500. Irv Koning, Chuck Fricke, and Dana Woods are the current signers. Chuck will add Katie Schmoyer to the signer list.

Chuck Fricke moved approval of the October 1-October 31, 2017 expenditures. Steve Scheider seconded the motion. Motion carried on a unanimous roll call vote.

**Board Tasks**

Historical Materials project (Wakeley): Pat Wakeley shared the Historical Records Project Proposal and Timeline with new board members. She noted that the project is behind schedule and the timeline needs to be refreshed now that she has a better sense of the volume of material in the collection.

Grounds Maintenance (Scheider): Ron Huggins presented a quote for snowplowing this winter: \$120-\$160 per event (one inch of snow or more) for plowing, shoveling, snow blowing, and applying environmentally friendly salt to the sidewalk. Increase in gas or salt prices may result in a higher fee.

The exterior sign may be in need of repainting. Steve Scheider will look for students in need of community service hours next spring.

Exterior Lighting Project (Koning): Project deferred to spring 2018.

**Policy Development/Approval:**

Policy 302: Charges & Fines was entered for first reading, with the addition of a double fee for tabloid size copies. Policy 805: Position Description—Library Page was entered for first reading. Policy 802: Position Description—Assistant Director was entered for first reading.

Personnel (Koning): No report.

**Unfinished Business**

New Board Member Terms of Office: Pat Wakeley explained that two of the vacant board positions are four year terms that expire in 2021 and one is a two year term, completing a mid-term vacancy that expires in 2019. New board members were asked to choose which term they prefer. Although the four year term does not expire until 2021, the board members appointed to that position must run for election in 2019. Pat Wakeley moved that Staci Thompson and Cali Oberbroekling be assigned to the two vacant four year trustee terms. Chuck Frick seconded the motion. Motion carried on a unanimous voice vote.

Interior Maintenance: The library has received a quote from Top Notch Lumber for replacement of wood flooring on the lower level. The quote is \$5,355 and includes moving and replacing the magazine shelving unit. The quote from Lonnie's Carpet is \$4,678. Board members asked Katie Schmoyer to find out from Top Notch how much less it would cost if they don't move the shelving and from both companies can they do the work during non-business hours.

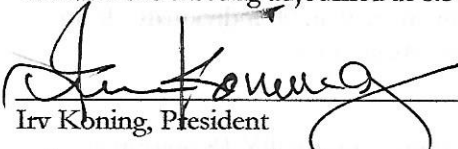
**New Business**

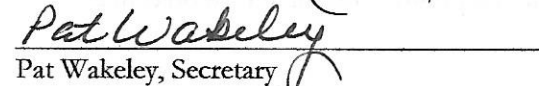
New Board Member Orientation/Per Capita Grant Application Requirements:

Pat Wakeley and Katie Schmoyer will conduct a board orientation for Cali Oberbroekling and Staci Thompson separately from a board meeting. Review of Chapters 1-5 of *Trustee Facts File* was deferred to the COW meeting.

**Adjournment**

Steve Scheider moved to adjourn the meeting. Staci Thompson seconded the motion. Motion carried on a unanimous voice vote and the meeting adjourned at 8:50 pm.

  
Irv Koning, President

  
Pat Wakeley, Secretary