

# REGULAR BOARD MEETING

## Meeting Minutes

Thursday October 28, 2021 6:30 pm

1. Winnebago Public Library Board of Trustees Meeting called to order at 6:31 pm by Staci Thompson followed by reciting the Pledge of Allegiance.

2. Roll Call:

Staci Thompson - present  
Tracy Kruse - present  
Neil Potter - present  
Wanda Cwiklo - present  
Jacquie Olsen - present  
Gary Brown - Present  
Board of Trustee - Open Position  
Katie Schmoyer - Library Director - present  
Guest:  
Jim Ferrar  
Peggy Johnson - German American Bank

3. Additions or Corrections to the Agenda

6.2 Director's Report  
Strike 6.2.1 August 2021  
Strike 6.2.2 September 2021  
Correction will be FY22 Director's Report September and October Report.  
6.3 Treasurer's Report  
Strike September 2021 correct with July through September 2021

4. Approval of Meeting Minutes

4.1 Approval of meeting minutes August 19, 2021  
A motion was made by Gary Brown to approval August 19, 2021 meeting minutes with corrections and seconded by Staci Thompson.  
Staci Thompson - yes  
Tracy Kruse - yes  
Neil Potter - yes  
Wanda Cwiklo - yes  
Jacquie Olsen - yes  
Gary Brown - yes  
Board of Trustees  
Motion carried.  
4.2 Approval of meeting minutes September 23, 2021  
A motion was made by Tracy Kruse to approval September 23, 2021 meeting minutes with noted corrections and seconded by Gary Brown.  
Staci Thompson - yes  
Tracy Kruse - yes  
Neil Potter - yes  
Wanda Cwiklo - yes  
Jacquie Olsen - yes  
Gary Brown - yes  
Board of Trustee - Open Position

Motion carried.

## 5. Public Comment

No representatives of the Community were present.

## 6. Reports, Discussion & Action Items

### 6.1 President's Report

Peggy Johnson from German American State Bank introduced herself to the WPL Board of Trustees. Peggy Johnson stated that the WPL had a balance of \$22.00 remaining to pay off the Deed of Building that is housing WPL. German American State Bank paid the balance on behalf of the WPL and presented the Deed to WPL, in which WPL is now the sole owner of the Building.

Peggy Johnson also brought the paperwork that was needed to make the changes necessary on the WPL Checking and Savings account. Approved Signers on the accounts are Staci Thompson; WPL Board of Trustees President, Neil Potter; WPL Board of Trustees Treasurer, Katie Schmoyer; WPL Director, Lynn Allabaugh, WPL Assistant Director, and Dana Woods; WPL Bookkeeper. Guest Jim Ferrar spoke on his behalf expressing interest in filling the open position as a WPL Board of Trustee candidate. Jim Ferrar submitted a resume to the WPL Board of Trustees. Jim has recently moved to the Winnebago Library District and served five (5) years in the past on the Freeport Library District Board.

Gary Brown made a motion to place Jim Ferrar into the open position as a WPL Board of Trustee filling position until April 2023 which at that time he may run for an additional four (4) year term and seconded by Jacquie Olsen.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Board of Trustee - Open Position

Motion carried.

Jim Ferrar will take the Oath for office at the next Open Meeting of the WPL Board of Trustees.

### 6.2 Director's Report

FY22 September and October Report

#### **IT Information:**

- Working on 4 youth computers to print
- Adjustments to the deep freeze for parton privacy

#### **Certifications, Legal and Incident Reports:**

- AED/CPR renewed
- FOIA \$ OMA - next renewal November 2021
- Sexual harassment training - Staff working on currently
- Incident Report - December 7, 2020; im my absence spoke to board president 12/8/2020
- FOIA Commerical Request - Received October 2021

#### **Reports:**

- Upcoming: Elevator Annual Inspetion - November
- Upcoming: Per Capita Grant Expenditures (last grant) - December
- Upcoming: Per Capita Grant Application - January

- Upcoming: Annual Library Online Certification Report - February
- Statement of Economic Interest - March
- Board Vote Approval Non-resident program - uploaded to RAILS website - June/July

**Trends & Innovations:**

- Library rules on masks for vaccinated individuals vs non-vaccinated

**Collection Development:**

- Staff now working on genre & AWARD WINNERS stickers throughout collection
- Diversity Audit
- ON ORDER--Per Capita Grant FY22 - Bookshelves - bookshelves in upstairs nonfiction collection
- Updating "T" (temporary barcodes) throughout library collection

**FY22 Director and Staff Training:**

- July - No Staff Meeting
- August - CPR/AED/Basic First Aid Training/Certification
- September - Summer Reading Program wrap-up
- October - Sexual Harassment Training
- November - Reference & Reader's Advisory Services
- December - No Staff Meeting

Full Report attached to Secretarial report to be filed with minutes.

6.3 Treasurer's Report

~~September 2021~~

July through September 2021

A motion was made by Staci Thompson to approval the July through September 2021 Treasurer's Report and seconded by Gary Brown

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Board of Trustee - Open Position

Motion carried.

6.3.1 Expenditures Approval

August 2021 and September 2021

A motion was made by Wanda Cwiklo to approve the Expenditure's for August 2021 and seconded by Tracy Kruse.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Board of Trustee - Open Position

Motion carried.

A motion was made by Staci Thompson to approve the Expenditure's for September 2021 and seconded by Gary Brown.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Motion carried.

#### 6.3.2 Ordinance 22-02 Approval

A motion was made by Neil Potter to approve Ordinance 22-02 and seconded by Jacquie Olsen.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Open Board Position

Motion carried.

#### 6.3.3 Ordinance 22-03 1st Read

### 6.4 Grounds Maintenance

#### 6.4.1 Approval of Lawn Services for Hudson Insko/Environmental Services.

After much discussion the Board agreed that we had a lot of questions that we needed answered before voting on this Service. Staci Thompson will contact Chad Insko and give an update, if possible to the Board, at the November meeting.

### 6.5 Interior Maintenance

Nothing new to add at this time.

### 6.6 Policy Manual

Nothing new to add at this time.

### 6.7 Personnel

No report at this time.

### 6.8 Closed Session--Closed Session: 5ILCS 120/2 (1): the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.

Not needed at this time.

## 7 .Unfinished Business

## 8. New Business

Staci Thompson made a motion to gift the WPL Library Staff a \$20 gift card from Amazon and order each staff a Nothing Bundt Cake mini to be delivered at the December 3rd staff meeting and seconded by Tracy Kruse.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

Wanda Cwiklo - yes

Jacquie Olsen - yes

Gary Brown - yes

Board of Trustee - Open Position

Motion carried.

## 9. Set regular meeting - November 18, 2021

10. Adjournment

A motion was made by Tracy Kruse to adjourn at 7:58 pm and seconded by Gary Brown.

Staci Thompson - yes

Tracy Kruse - yes

Neil Potter - yes

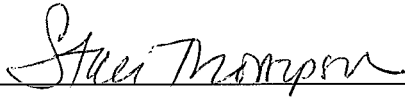
Wanda Cwiklo -yes

Jacquie Olsen - yes

Gary Brown - yes

Board of Trustee - Open Position

Motion carried.



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Staci Thompson - WPL Board of Trustee President



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Wanda Cwiklo - WPL Board of Trustee Secretary