

**Winnebago Public Library
Board of Trustees
Meeting Minutes
July 18, 2019 7:00 pm**

1. Meeting called to order at 6:56 pm by Steve Scheider followed by the Pledge of Allegiance.

2. Roll Call

Steve Scheider -- present
Staci Thompson -- ABS
Wanda Cwiklo -- present
Donna Hall -- present
Tracy Kruse -- present
Cali Oberbroeckling - ABS
Jacquie Olsen -- present
Katie Schmoyer -- Library Director - present

Guests:

Irv Koning
Neal Potter
Cindy McIntyre
Dana Woods

3. Additions or Corrections

No minutes to be approved upon for Committee of the Whole in the month of July no meeting was held.

4. Motion made by Tracy Kruse to approve Board of Trustees minutes from June 18, 2019 with corrections. Second made by Wanda Cwiklo. Motion carried.

5. Public Comment

Kristine Hoke, Membership Team Leader from Sam's Club arrived at 7:15 pm. Kristine presented Sam's Club cost comparison spreadsheet. Sam's Club prices versus Costco, Office Depot and Amazon on general office and cleaning supplies. Sam's Club have a different monthly special offer to new memberships. Kristine left meeting at 7:20 pm. Information has been tabled. Submitting folder to be filed and reviewed at a later date. Board recommends to invite a Costco Representative speak at a meeting later in year.

6. Board Resignation

Board received a letter of resignation by Donna Hall. Letter submitted to be filed. Motion made by Steve Scheider to accept letter of resignation from Donna Hall. Second made by Tracy Kruse. Motion carried. Donna Hall left meeting at 7:35 pm.

7. Reports and Actions

7.1 Friends of the Library Report was reported by Cindy McIntyre, President. No Garden walk for 2019, working on gardens for 2020. Book Sale will take place in October. Some members had concerns of the milkweed being removed from front of building, Steve Scheider explained why and had no problem with it being placed in another location of the Library property just not in front.

7.2 No President's reported.

7.3 Library Director's Report was given by Katie Schmoyer. General information, summer reading program, commercial FOIA filled and closed, Garden Club donated STEM Kit, new volunteer for 1 (one) hour per week on Monday mornings started. Staff Meeting was held on June 27 active shooter training. Up coming staff meeting, July 25 Easter Seals on Autism and patrons on the spectrum. August Staff Meeting will be held on the 17th C.P.R./AED/Basic First Aid Training. Detailed Summary for month of June attached.

7.4 Treasurer's Report

Expenditures approval. Motion made by Wanda Cwiklo to approve the expenses for the month of June 2019.
Second made by Jacquie Olsen.

Roll Call Vote

Steve Scheider – yes

Staci Thompson – ABS

Wanda Cwiklo – yes

Cali Oberbroeckling – ~~yes~~ ABS

Tracy Kruse – yes

Jacquie Olsen – yes

Motion carried

End of Year Fund Transfers – Motion made by Tracy Kruse to make the following end of year transfers with following corrections. Second made by Jacquie Olsen.

Roll Call Vote

Steve Scheider – yes

Staci Thompson – ABS

Wanda Cwiklo – yes

Cali Oberbroeckling – ~~yes~~ ABS

Tracy Kruse – yes

Jacquie Olsen – yes

1. Adjust fund balances to zero for:

1.a. IMRF ~~\$4,598.34~~ adjustment -\$20.48 \$4,577.86

2.a. Insurance \$482.34

3.a. Mtn. & Op \$7,590.99

Total - ~~\$12,671.67~~ adjustment -\$20.48 \$12,651.19

2. Transfer remaining general fund balance to capital improvement:

2.a. \$5,792.54

3. Summary: Leaves final remaining fund balance for FY2019 of:

3.a. \$10,427.39

4. Closing fund balance for FY2019:

4.a. Audit \$2,751.69

4.b. FICA \$3,037.33

4.c. LSTE Grant \$3,448.00

4.d. Special Reserves \$30,000.00

4.e. Capital Improvement \$85,474.14

5. Final Total of fund balances:

5.a. ~~\$124,711.16~~ adjustment -\$20.48 \$124,690.68

8. Board Tasks

Historical Records Report – No Report

Grounds Maintenance – report given by Steve Scheider North Woods cleaned.

Building Projects – Roof inspection updated. Otis Elevator Part, quote was submitted (attached).

Closed Session – NOT NEEDED

9. Unfinished Business

NONE at this time.

10. New Business

Board Candidate – Received letter of interest for open Board of Trustee position from Neil Potter.

Motion made by Jacquie Olsen to nominate Neil Potter to the Board of Trustees to fulfill the open Treasurers position to the year 2021. Second made by Tracy Krause. Motion carried.

Review Closed Sessions Minutes – per Wanda Cwiklo closed minutes should remain closed.

Appoint Trustee – per capita requirement – review 1 free online education opportunity. Tracy Kruse will follow up this task.

New Board Meeting Start Time – The Board agreed to start all meeting at 6:30 pm starting date August 1, 2019. Also, COW meeting were recommended to become Special Board Meeting starting date of August 15, 2019. Additional discussion with full board attending.

Meeting Dates

Next Regular meeting – August 1, 2019

Next COW meeting – August 15, 2019

Tracy Kruse will not be available for the August meeting.

Adjournment

Motion to adjourn at 8:58 pm made by Wanda Cwiklo. Second by Tracy Kruse. Motion carried.



Steve Scheider - President



Wanda Cwiklo - Secretary