

**NOTICE OF BOARD MEETING  
WINNEBAGO PUBLIC LIBRARY DISTRICT**

*Gary Brown, President - Jacquie Olsen Vice President, Jim Ferrar, Treasurer - Wanda Cwiklo, Secretary  
Ron Gibson, Trustee - Wendy Bennett, Trustee - Mark Stockman, Trustee*

Notice is hereby given that the Winnebago Public District, Winnebago County, Illinois, will hold a Board Meeting of the Winnebago Public District Board of Trustees at the Winnebago Public Library, 210 North Elida Street, Winnebago, Illinois 61088.

This time, date and purpose of the meeting are set forth in the following agenda:

**REGULAR BOARD MEETING MINUTES  
Thursday, April 18, 2024**

1. Call to Order and Pledge of Allegiance  
Meeting called to order by Gary Brown at 6:30 pm followed by the Pledge of Allegiance.
2. Roll Call:  
Gary Brown - present  
Jacquie Olsen - present  
Jim Ferrar - present  
Wanda Cwiklo -absent  
Wendy Bennett – arrived 6:47 pm  
Ron Gibson - present  
Mark Stockman - present  
Guest: Katie Schmoyer – Library Director
3. Additions or Corrections to the Agenda: Table Item 6.6.2 Personnel
4. Public Comment: None
5. Approval of Meeting Minutes:  
March 21, 2024 – A motion to accept the minutes was made by Ron Gibson and 2<sup>nd</sup> by Mark Stockman. The motion was approved.  
Gary Brown – yes                      Wendy Bennett - absent  
Jacquie Olsen – yes                      Ron Gibson - yes  
Jim Ferrar – yes                          Mark Stockman - yes  
Wanda Cwiklo – absent

February 15, 2024 – Change to show Ron Gibson was absent from the meeting and adding year (2024) to Item 10. A motion to accept the minutes was made by Mark Stockman and 2<sup>nd</sup> by Ron Gibson. The motion was approved.

Gary Brown – yes                      Wendy Bennett – absent  
Jacquie Olsen – yes                      Ron Gibson - yes  
Jim Ferrar – yes                          Mark Stockman - yes  
Wanda Cwiklo – absent

December 7, 2023 – A motion to accept the minutes was made by Jim Ferrar and 2<sup>nd</sup> by Mark Stockman. The motion was approved.

|                       |                        |
|-----------------------|------------------------|
| Gary Brown – yes      | Wendy Bennett - absent |
| Jacque Olsen – yes    | Ron Gibson - yes       |
| Jim Ferrar – yes      | Mark Stockman - yes    |
| Wanda Cwiklo – absent |                        |

November 16, 2023– eliminate the extra 0s in item 1 and change next meeting to 6:30 PM. A motion to accept the minutes was made by Ron Gibson and 2<sup>nd</sup> by Mark Stockman. The motion was approved.

|                       |                        |
|-----------------------|------------------------|
| Gary Brown – yes      | Wendy Bennett - absent |
| Jacque Olsen – yes    | Ron Gibson - yes       |
| Jim Ferrar – yes      | Mark Stockman - yes    |
| Wanda Cwiklo – absent |                        |

October 19, 2023 – A motion to accept the minutes was made by Ron Gibson and 2<sup>nd</sup> by Mark Stockman. The motion was approved.

|                       |                        |
|-----------------------|------------------------|
| Gary Brown – yes      | Wendy Bennett - absent |
| Jacque Olsen – yes    | Ron Gibson - yes       |
| Jim Ferrar – yes      | Mark Stockman - yes    |
| Wanda Cwiklo – absent |                        |

September 14, 2023 – A motion to accept the minutes was made by Mark Stockman and 2<sup>nd</sup> by Ron Gibson. The motion was approved.

|                       |                        |
|-----------------------|------------------------|
| Gary Brown – yes      | Wendy Bennett - absent |
| Jacque Olsen – yes    | Ron Gibson - yes       |
| Jim Ferrar – yes      | Mark Stockman - yes    |
| Wanda Cwiklo – absent |                        |

## 6. Reports, Discussion & Action Items

6.1 President's Report – The President presented a plan to complete the requirements of the State's Decennial Committees on Local Government Efficiency. The Committee members will be all the library trustees and two community members (to be invited), Xavier Heisler, a senior from Winnebago High School, and Tim Kilbreath, bookkeeper for the library. There will be three meetings on May 16<sup>th</sup>, June 20<sup>th</sup>, and July 18<sup>th</sup>. The first meeting will begin at 6 PM.

The Board was encouraged to review the entire document and Wendy volunteered to assist Katie preparing for the next meeting.

A motion to approve the two community members was made by Mark Stockman and 2<sup>nd</sup> by Ron Gibson. The motion was approved.

6.2 Director's Report: The Director presented the latest Winnebago Public Library FY24 Statistics. Her report showed that circulation has improved with the adoption of the Prairie Cat program.

The use of data provided by the Prairie Cat program will allow more monitoring of library usage such as separating “fiction” and “nonfiction” materials. Patron Cards will be reviewed further as Prairie Cat had to delete duplicate cards for residents of Pecatonica. A recommendation was made by Jacquie Olsen to develop a tool to help parents of “home school” programs and others to use the online site to learn how to more effectively use these tools.

The Director also explained the “E-Read Program” which is a separate program from Prairie Cat. She also informed the Board of her desire to run a Fund Raiser in July (during the Summer Reading Program) Submerge Yourself in Reading.

### 6.3 Treasurer’s Reports:

#### 6.3.1 Reconciliation Statement

The Treasurer reported that there were no unusual expenditures during the month except the payment for snow removal and property insurance.

A motion to accept the report was made by Wendy Bennett and 2<sup>nd</sup> by Ron Gibson. The motion was approved.

|                       |                     |
|-----------------------|---------------------|
| Gary Brown – yes      | Wendy Bennett - yes |
| Jacquie Olsen – yes   | Ron Gibson - yes    |
| Jim Ferrar – yes      | Mark Stockman - yes |
| Wanda Cwiklo – absent |                     |

#### 6.3.2 Profit and Loss Statement

The Treasurer presented that at the 75% point in the fiscal year we are operating within our budget and that a study by Jim and Tim provided that we are on track to incur a surplus for the year. A motion to accept the report was made by Wendy Bennett and 2<sup>nd</sup> by Mark Stockman. The motion was approved.

|                       |                     |
|-----------------------|---------------------|
| Gary Brown – yes      | Wendy Bennett - yes |
| Jacquie Olsen – yes   | Ron Gibson - yes    |
| Jim Ferrar – yes      | Mark Stockman - yes |
| Wanda Cwiklo – absent |                     |

#### 6.3.3 Bank Certificate of Deposit

The Treasurer reported that arrangements have been made with State Bank in Freeport to purchase two \$25,000 six month CDs and one \$50,000 1 year CD. The 6 month CDs are paying 4.95% and the 1 year CD is paying 4.75%. A motion was made by Jim Ferrar and 2<sup>nd</sup> by Wendy Bennett to purchase two 6 month \$25,000 and one 12 month \$50,000 CD from State Bank, Freeport, Illinois. The funds coming from German American State Bank account # 0295758. The motion was approved.

|                       |                     |
|-----------------------|---------------------|
| Gary Brown – yes      | Wendy Bennett - yes |
| Jacquie Olsen – yes   | Ron Gibson - yes    |
| Jim Ferrar – yes      | Mark Stockman - yes |
| Wanda Cwiklo – absent |                     |

#### 6.4 Grounds Maintenance: No Report

#### 6.5 Facility

6.5.1 – Nelson Carlson:

6.5.2 – Foley Electric:

Both items deal with fixing and improving the fire sprinklers in the library.

Nelson would complete:

- 1) Add protection under stairs in storage room,
- 2) Remove sample dry sprinklers for testing per NFPA 25 and install new ones in their place.
- 3) Perform 5-year internal pipe and check valve inspections.

Total Cost - \$2,440

Foley would complete:

Provide an electrical connection to low pressure alarm for sprinkler system.

Total Cost - \$950

A motion was made by Ron Gibson and 2<sup>nd</sup> by Wendy Bennett to approve the expenditure of \$3,390 for the above two contracts.

6.5.3 Green Sky Consulting – part of a ComEd program for outdoor lighting but not needed if ComEd does the work.

6.5.4 ComEd Lease Light Program. The issue centers around lighting for the parking lot north of the building. The desire is for dusk to dawn lighting utilizing a “photo cell”. There are many options here and Ron will pursue details with ComEd as to cost. Foley Electric has bid \$375 to furnish and install (1) exterior photocell to replace non-working photocell for \$375 (this is on the north side of the building). Board action is not required as the amount is under the required approval amount.

6.5.5 Glass Sliding Doors – Wendy will follow-up on this project.

6.5.6 Water Heater Repair – The broken part was covered by the warranty but we had to pay for the labor. The work has been completed.

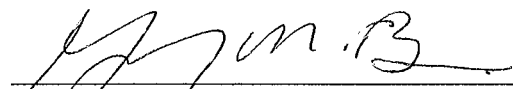
#### 6.6 Policy Manual

6.6.1 Hours of Operation – This was the second read. A motion to accept the policy was made by Mark Stockman and 2<sup>nd</sup> by Ron Gibson. The motion was approved.

#### 6.7 Personnel – Nothing to Report

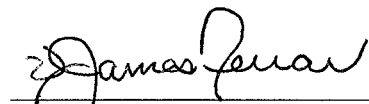
Closed Session--Closed Session: 5 ILCS 120/2 (1): the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Nothing Required

7. Unfinished Business – Nothing to Report
8. New Business – Nothing to Report
9. Next Regular Board Meeting – May 16, 2024 (6 PM for DCOLGE) – 6:30 PM for Board Meeting.
10. Adjournment: A motion to accept adjourn was made by Mark Stockman and 2<sup>nd</sup> by Wendy Bennett. The motion was approved at 8:11 PM.



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Gary Brown - WPL BOT President



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Jim Ferrar - WPL BOT Pro-Tempore Secretary

