

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, November 11, 2019

The meeting was held at the library at 7:03 p.m. with the following Library Trustees present: Mrs. Coolidge*, Mrs. Flanagan, Mrs. Houston, Mr. Laureys, and Mr. Pankey. Trustees absent: Mrs. Morris; Mrs. Sorensen. Staff present: Elizabeth Greenup (Interim Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Coordinator). Visitor(s) present: none.

Mr. Pankey presided. The meeting took place in the Lincoln Room.

*Mrs. Coolidge entered the meeting at 7:08 p.m.

ACTION: MINUTES OF THE REGULAR MEETING OF OCTOBER 14, 2019

Mrs. Flanagan made a motion seconded by Mr. Laureys to approve the minutes of the October 14, 2019. Voice vote. All in favor. Motion carried.

ACTION: FINANCIAL REPORTS AND BILLS

The current financial and budget reports were discussed. Topics included: maintenance expenses including carpet cleaning, HVAC repair, window cleaning and replacements; network switch installation; snow removal.

Mrs. Houston made a motion seconded by Mr. Laureys to accept the bills, to pay the bills as presented and to transfer sufficient funds from the money market deposit account into the checking account.

Roll call vote

YES: Coolidge, Flanagan, Houston, Laureys, Pankey
NO: none
ABSTAIN: none
ABSENT: Morris; Sorensen

Motion carried.

LIBRARY USAGE REPORT

Library usage statistics were discussed. Topics included: a better way to report statistics; brainstorming with staff and the Board of Trustees for creative ways to increase library usage and promotion of services.

INTERIM LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Mrs. Greenup discussed the success of the Garth Stein author event. The Wauconda Area Library Foundation is still waiting on deposits and working on reconciling financials.

Mrs. Greenup discussed the Library Board of Trustees webpage and showed similar webpages from area libraries. We will work on reorganizing the information on the library's webpage.

Mrs. Cerqua provided an update regarding payroll taxes and former payroll company.

There was some discussion of the following, as required by the Illinois Public Library Per Capita Grant application:

- **Standards Chapter Review, Public Service:**
Mrs. Greenup noted that there is currently no official strategic plan in place. It is recommended that when hired, the new library director work with the Board of Trustees to establish one.
- **Trustees Fact File:** Review chapters 11-14 and appendices of the "Trustee Facts File Third or Fourth Edition," (electronic copy distributed to each trustee, paper copy available upon request), placing particular emphasis on Chapter 11, "Fundraising." Mrs. Greenup asked if anyone had any questions. There was some discussion of the library's new foundation that was established in the previous year. Alternatives for providing donors with a 501c3 designation were discussed with a particular focus on The Fund for Illinois Libraries through the Illinois Library System Director's Organization. The library will consider applying for this in 2020.
- **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2019 that focused on organizational management. The RAILS list of online webinars that satisfy the grant requirements was distributed to all the board members. At least one board member will complete training of their choice from the list.

SUGGESTION BOX

The Suggestion Box for September was discussed briefly.

COMMITTEE REPORTS

None.

NEW BUSINESS

None.

OLD BUSINESS

None.

COMMUNICATIONS

Mr. Laureys reminded the trustees that the next Succession Committee meeting is set for Monday, November 18 at 7 p.m.

Mrs. Greenup said the Wauconda Area Library Foundation is meeting on Wednesday, November 13 at 6 p.m.

ADJOURNMENT

Mrs. Flanagan made a motion seconded by Mrs. Houston that the meeting be adjourned. Voice vote. All in favor. Motion carried.

The meeting adjourned at 8:48 p.m.

Approved December 9, 2019

President

Secretary