

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, December 9, 2019**

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Flanagan, Mrs. Houston, Mr. Laureys, Mrs. Morris, Mrs. Sorensen, and Mr. Pankey. Trustees absent: none. 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.

**EXECUTIVE SESSION**

**Mrs. Morris made a motion seconded by Mrs. Houston that the Board go into Executive Session for the discussion of the Lakemoor TIF Lawsuit.**

**OMA Exemption: 5 ILCS 120/2(c)(11) Topic to be considered: litigation.**

**Voice vote. All in favor. Motion carried.**

**EXECUTIVE SESSION (7:01 p.m. – 7:09 p.m.)**

**Mrs. Morris made a motion seconded by Mrs. Flanagan that the Board come out of Executive Session.**

**Voice vote. All in favor. Motion carried.**

**ACTION: MINUTES OF THE REGULAR MEETING OF NOVEMBER 11, 2019**

**Mrs. Coolidge made a motion seconded by Mr. Laureys to approve the minutes of the November 11, 2019 meeting. Voice vote. All in favor. Motion carried.**

**ACTION: MINUTES OF THE SUCCESSION COMMITTEE OF NOVEMBER 18, 2019**

**Mrs. Sorensen made a motion seconded by Mrs. Houston to approve the minutes of the November 18, 2019 Succession Committee meeting. Voice vote. All in favor. Motion carried.**

**ACTION: MINUTES OF THE SUCCESSION COMMITTEE OF NOVEMBER 21, 2019**

**Mrs. Morris made a motion seconded by Mr. Laureys to approve the minutes of the November 21, 2019 Succession Committee meeting. Voice vote. All in favor. Motion carried.**

## **ACTION: MINUTES OF THE SPECIAL MEETING OF NOVEMBER 27, 2019**

**Mrs. Morris made a motion seconded by Mrs. Coolidge to approve the minutes of the November 27, 2019 special meeting. Voice vote. All in favor. Motion carried.**

## **ACTION: FINANCIAL REPORTS AND BILLS**

The current financial and budget reports were discussed. Topics included: what is included in the PR Various category.

**Mrs. Flanagan made a motion seconded by Mrs. Houston 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, Morris, Sorensen, Pankey**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: none**

**Motion carried.**

## **LIBRARY USAGE REPORT**

Library usage statistics were discussed. Topics included: the continuation of decreased circulation that will need to be addressed with new library leadership and a strategic plan; increased usage of study rooms and computer use.

## **INTERIM LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS**

Mrs. Greenup followed up with discussion to complete the Per Capita Grant requirements. Mr. Pankey watched a webinar on "Leading Tough Conversations", and Mrs. Flanagan watched a webinar on "Community-Based Strategic Planning."

As part of the Per Capita Grant training, the option for the library to participate in the Fund for Illinois Libraries was discussed. It is Mrs. Greenup's recommendation that the library fill out the application to be able to be a part of the 501c3 organization set up by the Illinois Library Association. This designation can then be used for corporate donations and grant applications.

Mrs. Greenup and Mrs. Flanagan provided a Wauconda Area Library Foundation update from the November 25, 2019 meeting. There was discussion of memorial funds for Peg Whitman, Friends of the Library funds and reimbursement for library costs incurred for the Garth Stein author event.

Mrs. Greenup provided a financial summary of the Garth Stein author event. Evaluation took place of what went well and what could be done differently next time.

Mrs. Weingart indicated that the library's tax exempt status was approved, and the certificate is in the mail.

Mrs. Greenup and Mrs. Cerqua presented an HVAC analysis from Murphy Miller.

Mrs. Greenup discussed meeting with Verde, a company contracted to work with ComEd to provide analysis of potential energy cost savings. Verde plans to present their proposal to Mrs. Greenup in January 2020.

Mrs. Greenup presented a culture statement. Mrs. Greenup explained that she and Mrs. Esquivel present this information verbally in interviews to potential candidates. It is also a part of new employee orientation.

Mrs. Sorensen added a correction to the Programming and Outreach report. Mrs. Simchak attended Cotton Creek Grade School's literacy night with an attendance of 250.

### **SUGGESTION BOX**

The Suggestion Box for November was discussed briefly.

### **COMMITTEE REPORTS**

None.

### **NEW BUSINESS**

**Action Item: Approval to submit application with The Fund for Illinois Libraries**

**Mrs. Flanagan made a motion seconded by Mrs. Morris to approve the application submission with The Fund for Illinois Libraries.**

**Voice vote. All in favor. Motion carried.**

**Action Item: Approve Executive Director Job Description for Job Posting**

**Mrs. Morris made a motion seconded by Mrs. Coolidge to approve the Executive Director Job Description for Job Posting.**

**Roll call vote**

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

**Motion carried.**

**Action Item: Approve HR Source to Conduct Staff Survey**  
**No action taken.**

**Discussion: Library Board of Trustee Expectations for Interim Director**

Upon discussion, the board is very pleased with the current Interim Director. Her communication methods and frequency are appreciated. The board discussed continuing the budget process with current management oversight but holding off on a strategic planning project.

**OLD BUSINESS**

Per Capita Grant training was discussed as part of the Interim Director's report.

**COMMUNICATIONS**

None.

**ADJOURNMENT**

**Mrs. Morris made a motion seconded by Mr. Laureys that the meeting be adjourned. Voice vote. All in favor. Motion carried.**

The meeting adjourned at 9:31 p.m.

Approved January 13, 2020

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President

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Secretary