

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, May 10, 2021

The meeting was held online via Zoom at 7:05 p.m. with the following Library Trustees present: Mrs. Coolidge*, Mrs. Flanagan, Mrs. Houston, Mr. Laureys, Mr. Pankey, Mrs. Sorensen, and Mrs. Morris*. Trustees absent: none. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Manager); Molly Jostock (Operations Manager). Visitor(s) present: Marcia Suelzer; Josh Coburn.

*Mrs. Coolidge entered the meeting at 7:06 p.m.

*Mrs. Morris entered the meeting at 7:09 p.m.

The meeting took place online via Zoom. All participants verified no one was in the background as a visitor.

Mr. Laureys called the meeting to order. Mrs. Morris presided when she joined the meeting at 7:09 p.m.

Ms. Suelzer and Mr. Coburn introduced themselves as candidates for the open trustee position.

ACTION: APPROVE MINUTES OF THE REGULAR MEETING OF APRIL 12, 2021

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve the minutes of the April 12, 2021 meeting.

Roll call vote

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

Motion carried.

ACTION: APPROVE MINUTES OF THE PERSONNEL & SALARY COMMITTEE MEETING OF MAY 3, 2021

Mr. Laureys made a motion seconded by Mrs. Flanagan to approve the minutes of the May 3, 2021 Personnel & Salary Committee meeting.

Roll call vote

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

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

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

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Ms. Greenup indicated that library usage was flat compared to March.

Ms. Greenup provided an update on the evaluation of the HVAC system.

Ms. Greenup would like to revisit the purchase of staff computers under Old Business due to the microchip shortage. PCs are on backorder for several months. Ms. Greenup would like to get the order in the queue.

Ms. Greenup included a recommendation for the purchase and installation of three new drinking fountains, which include water bottle fillers.

Ms. Greenup discussed the change over from Volo Storage to a climate-controlled unit in Extra Space Storage in Wauconda.

Mr. Laureys asked about the difference between the library's multiple Overdrive accounts. Ms. Greenup explained the difference between the library's collection and the consortium collection. Ms. Greenup explained the difference between the Sora app for District 118 students and the public Libby app.

Ms. Greenup continues to be in regular contact with the Lake County Health Department during the COVID-19 mitigation changes.

Ms. Greenup explained that the library's print newsletter will go out at the beginning of June and will look different. The newsletter will focus on library services rather than programming. This led into a discussion about the community comments on the Facebook Group, Of Wauconda for Wauconda. There was discussion about posting events and the library's decision to not engage with social media threads in these types of groups.

COMMITTEE REPORTS

Personnel & Salary Committee

Mrs. Flanagan reported that the Personnel & Salary Committee met on Monday, May 3 at 5:30 p.m. to discuss the overall Cost of Living and merit increases for staff for FY21/22. Potential staffing changes were also discussed. Mrs. Flanagan asked about next steps in approving the Personnel budget. Ms. Greenup and Mrs. Cerqua explained that the Personnel budget will be approved with the library's operating budget in June or July once the Finance Committee meets.

NEW BUSINESS

ACTION: APPROVE DRINKING FOUNTAINS

Mrs. Flanagan made a motion seconded by Mr. Pankey to approve Ms. Greenup's recommendation for new drinking fountains.

Roll call vote

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

Motion carried.

ACTION: APPROVE PURCHASING POLICY

Mrs. Houston made a motion seconded by Mrs. Coolidge to approve the Purchasing Policy as presented.

Ms. Greenup explained the need to raise the director's spending limit from \$5,000 in order to approve smaller projects. Mr. Laurey's agreed that \$5,000 is not enough to cover small projects that do not need board oversight. It was Mr. Laurey's recommendation that the limit be raised to \$15,000. Based on area library director spending limits, Mrs. Flanagan disagreed with the \$15,000 limit and noted it should be lower. More discussion took place and an agreement of \$12,500 was reached. At the board's request, Ms. Greenup will provide multiple quotes when possible and will communicate with the board about the approvals she is making.

Roll call vote

YES: Coolidge, Flanagan, Houston, Laureys, Pankey, Sorensen, Morris

NO: none

ABSTAIN: none

ABSENT: none

OLD BUSINESS

ACTION: APPROVE PURCHASE OF STAFF COMPUTERS

Ms. Greenup explained about the microchip shortage and how it is affecting the price of PCs and the order status. It will be months before PCs are received when ordered now. Ms. Greenup would like to get the staff computer order in the queue. Ms. Greenup explained that there is a 50% down payment to get the order going now, which will hit this fiscal year. The balance will be paid upon the receipt and installation of the new computers, which will hit next fiscal year. There was discussion about waiting. Ms. Greenup explained the staff computers are 6 years old. It is the recommendation of Ms. Greenup that we do not wait should the shortage become worse, and staff computers age and need repair all at the same time. There was a discrepancy with the quote presented.

The board tabled the motion to approve the purchase until additional information is provided by the vendor and staff.

COMMUNICATIONS

The board discussed a patron comment about remote faxing. Ms. Greenup explained that due to the sensitive nature of a fax transaction, it cannot be performed remotely.

Mrs. Morris asked Mrs. Coolidge to come to the library to sign documents as Secretary.

Mrs. Morris discussed her email about the board's vision and working with Ms. Greenup on library projects.

Mrs. Houston expressed her gratitude for her service on the board for the last six years. Mrs. Morris also expressed her gratitude for Mrs. Houston's enthusiasm for the library and participation on the board.

ADJOURNMENT

Mrs. Houston made a motion seconded by Mr. Pankey that the meeting be adjourned.

YES: Coolidge, Flanagan, Houston, Laureys, Pankey, Sorensen, Morris

NO: none

ABSTAIN: none

ABSENT: none

The meeting adjourned at 8:06 p.m.

Approved June 14, 2021

President

Secretary