

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, July 12, 2021

The meeting was held online via Zoom at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Flanagan, Mr. Laureys, Mr. Pankey, Mrs. Sorensen, and Mrs. Morris. Trustees absent: Mr. Coburn. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Manager); Molly Jostock (Operations Manager).

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

Mrs. Morris called the meeting to order.

ACTION: APPROVE MINUTES OF THE FINANCE COMMITTEE MEETING OF JUNE 12, 2021

Mr. Pankey made a motion seconded Mr. Laureys to approve the minutes of the June 12, 2021 Finance Committee meeting.

Roll call vote

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

Motion carried.

ACTION: APPROVE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 12, 2021

Mr. Laureys made a motion seconded by Mrs. Flanagan to approve the minutes of the June 12, 2021 meeting.

Roll call vote

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

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to accept the bills and to pay the bills as presented.

Roll call vote

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

NO: none

ABSTAIN: none

ABSENT: Coburn

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Ms. Greenup indicated that library usage is up from May. June is the start of summer reading and the pattern usually shows an increase in June. E- content is still holding strong and we hit the 5,000 mark this month.

Mrs. Sorensen asked why, under library technology, why the statistics show the “up or down over JUN 20” as zero. Ms. Greenup responded that this is because there was no data collected last year due to the pandemic.

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

Ms. Greenup advised the website redesign is still on track for completion in December.

Ms. Greenup stated the exterior painting project produced quotes for project cost and the library has decided to table this project until next year.

Ms. Greenup informed the board that the parking lot is being seal coated today and tomorrow.

Ms. Greenup mentioned that an estimate for shelving was received and initial planning initiated.

Ms. Greenup said the audit starts tomorrow.

Ms. Greenup gave a staffing update on the employment health of the facility and the reasons surrounding the departure of some of the staff. One of the more recent notices for retirement

came from the Administrative Assistant who was an essential member of the team and will be sorely missed.

Mr. Laureys asked if exit interviews are regularly performed.

Ms. Greenup responded that managers perform these interviews and additionally instituted monthly “check-ins” to gauge workplace satisfaction and/or recommendations for improvement. Oft times employees submitting their resignation is due to selling homes and moving away.

Ms. Jostock mirrored Ms Greenup’s statements, expressing that many positive reviews are received and insight gained through the exit interviews.

General consensus is that refinishing the airplane is too expensive at this time given the quotes received and shared with Mrs. Coolidge and Mr. Laureys.

Ms. Greenup informed the board that she is bringing back the light bright in Kid City next week.

Ms. Greenup advised the “Touch it” requires updates so those are in process and it will be reopened upon completion.

Mrs. Coolidge asked that ads not be a part of the “touch it”.

Ms. Greenup responded that the apps used are bought in order to avoid ads.

Ms. Greenup expanded on current outreach initiatives starting with the Farmers’ Market; which allowed the library to converse with 190 people. This will be part of a 2-year plan to expand the library’s reach.

Mrs. Sorensen asked about using “Sign Up Genius” to track board volunteer interest and involvement.

Mrs. Flanagan spoke from her working experience, saying having a secondary contact point like “Sign Up Genius” may add to Ms. Greenup’s workload and it may be best to contact her directly via email in case board members are interested in volunteering for events.

Ms. Greenup mentioned the Lake County States Attorney’s Office has been contacting libraries to designate an auditor for whistleblowing activity. The Wauconda Library Attorney advised that the Attorney’s Office is required to investigate claims and for the library to assign an auditor is duplicative.

Mrs. Coolidge asked what a whistleblower concept in auditing is.

Ms. Greenup responded that if someone has a complaint and they file with States Attorney, that office wanted the library to set up a person in house to investigate on behalf of the States Attorney.

Ms. Greenup gave an update on the current status of the foundation and the thought is to keep it alive but fully institute the foundation in its glory in a couple years.

Mrs. Sorensen asked if the Foundation dealings could be a subcommittee of the Library Board.

Ms. Greenup answered, it cannot

Mr. Laureys offered to reach out to individuals he may know that could meet once a year to fulfill the Foundation responsibilities.

Mr. Laureys inquired if the library still has an ILA revenue source for employee giving.

Ms. Greenup responded that it does.

Mrs. Sorensen asked if there is an update on acquiring a new library van update

Ms. Greenup responded that there are no vans available at this time given the microchip shortage but this project is still on the radar, awaiting conditions to improve.

COMMITTEE REPORTS

None.

NEW BUSINESS

ACTION: FY21/22 SPENDING PLAN

Mrs. Coolidge made a motion seconded by Mr. Laureys to approve the FY21/22 Spending Plan.

Mrs. Coolidge asked if this action coincides with the Budget & Appropriations Decision. Ms. Greenup responded that the Budget & Appropriations discussion and approval will take place at a later date.

Mr. Laureys thanked Ms. Weingart for her hard work on this.

Roll call vote

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

NO: none

ABSTAIN: none

ABSENT: Coburn

Motion carried.

ACTION: REVISED CIRCULATION POLICY TO REFLECT FINE FREE

Mrs. Flanagan made a motion seconded by Mr. Pankey to approve revised circulation policy to reflect fine free as presented.

This policy will not exempt patrons from recovering lost items. Patrons are still being charged for lost items but not being charged the additional fines on top of this charge.

With the current auto renewal system allowing 2 renewals, patrons can hold an item for a total of 9 weeks.

Roll call vote

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

ACTION: ONE-TIME FINE AMNESTY

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve the one-time fine amnesty as presented.

Polaris charging \$1,000 to the library to pull the data to wipe the overdue fines instead of manually wiping person by person in house.

Roll call vote

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

DISCUSSION: TENTATIVE BUDGET & APPROPRIATION

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve the Purchasing Policy as presented.

Have to approve the tentative Budget & Appropriation at the August meeting in order to present it at the public hearing in September. Final approval will take place at the September board meeting shortly after the hearing.

Ms. Greenup requested board members review and ask questions in the coming days with the hopes of holding a special board meeting to approve prior to the August board meeting.

COMMUNICATIONS

Mrs. Morris referenced the cute thank you note from the Wauconda Food pantry included in the board packet.

Ms. Greenup mentioned that diverting the copy charges to donating to the food pantry has been a welcome change.

ADJOURNMENT

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

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

The meeting adjourned 7:55 p.m.

Approved August 9, 2021

President

Secretary