

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF BOARD MEETING**

**Monday, October 11, 2021**

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

**AUDIENCE TO VISITORS**

None Present.

**ACTION: APPROVE MINUTES**

Trustee Pankey motioned to approve the minutes; seconded by Trustee Coburn.

**Roll call vote**

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

Motion carried.

**ACTION: FINANCIAL REPORTS AND PAYMENTS**

Trustee Coburn commented that this year's revenue and budget numbers are close to actual, and the team did well.

A comment was made by Trustee Coburn saying that the amount of reserves we are sitting on suggests that the public perspective would lean to a need to deploy some of the funding. Assessing a modified accounting basis on cash vs accrual shows several other public municipalities follow our same accounting practice, and we established a well-prepared report.

Director Greenup added that 30-40% libraries still plan on a cash basis vs accrual.

Trustee Coburn motioned to approve the minutes; seconded by Trustee Sorensen.

Roll call vote

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

Motion carried.

#### LIBRARY USAGE STATISTICAL REPORT

Director Greenup mentioned that September was not great but after analysis came to the conclusion that normally there is a dip in usage in August but that dip was experienced in September this year.

Trustee Sorensen commented that the numbers looked fine and that we are still ahead over last year.

Operations Manager Jostock reiterated that the increase could be due to after school traffic and the reopening of the library study rooms.

#### LIBRARY DIRECTOR REPORT

The HVAC consultants performed a walkthrough with Director Greenup, Trustee Morris, and Trustee Laureys. More input should be received in the coming days as to the consensus surrounding next steps. The library is working with a third party to iron out the details of the project.

As for the front entrance drain project, a drain has been installed but the concrete work will take a half a day and has yet to be scheduled.

The roof project presents a challenge with four condenser units currently being utilize from the 1980's. They are enclosed in molding wood. Estimate to replace the rotting wood was \$4,000 so instead the library put up vinyl siding last week.

Director Greenup continued, the Crimeshield policy requires 50% coverage of operating funds averaged over 3 year so we are increasing coverage to 2 million.

The staff area installed new toilets, sinks, and refrigerators and the staff is excited.

The Foundation held a meeting at the same time the Board of Trustees held their B&A meeting and the foundations had 8 people in attendance. There was great energy present with a lot of experience brought to the table. There are hopes that a Trustee will be present during their November meeting.

Trustee Morris asked for a board liaison to take on this project. Trustee Coolidge offered to attend the November meeting.

Director Greenup maintained that the per capita grant was send out to the Board via PDF but offered to print for each trustee upon request. She requested that trustees review the checklist to make progress in order to obtain the annual grant from the state of Illinois in the amount of \$40,000.

Outreach has continued with strength and there will be a shift from the farmers' market to schools.

#### **COMMITTEE REPORTS**

None.

#### **NEW BUSINESS**

None.

#### **OLD BUSINESS**

None.

#### **COMMUNICATIONS**

There will be a special meeting on October 25, 2021 to discuss the proposed levy that is due on December 1, 2021.

There will need to be a quorum and Trustees Coolidge and Laureys are unable to attend.

#### **ACTION: ADJOURNMENT**

Trustee Pankey motioned to adjourn; seconded by Trustee Coolidge.

Roll call vote

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

NO: none

ABSTAIN: none

**ABSENT: Laureys**

**Motion carried.**

Meeting adjourned at 7:29 P.M.  
Approved November 8, 2021

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President

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Secretary