

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Monday, February 14, 2022**

The meeting was held online via Zoom at 7:00 p.m. with the following Library Trustees present: Trustee Coburn, Trustee Flanagan, Trustee Morris, Trustee Pankey, Trustee Sorensen Trustee Suelzer. Trustees absent: Trustee Coolidge. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager); Julie Cerqua (Administrative Service Manager); Terry Weingart (Finance Manager). Visitor(s) present: None.

**AUDIENCE TO VISITORS**

None.

**ACTION: APPOINTMENT OF BOARD VACANCY**

**Trustee Sorensen motioned to appoint Marci Suelzer; Seconded by Trustee Coburn.**

**Roll call vote**

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

**Motion carried.**

**Oath of Office performed.**

**Introductions of current board trustees.**

**ACTION: APPROVE MINUTES**

**Trustee Coburn motioned to approve the minutes; seconded by Trustee Flanagan.**

**Roll call vote**

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

**Motion carried.**

**ACTION: FINANCIAL REPORTS AND PAYMENTS**

Discussion ensued surrounding a highlight of maintenance expenses and book ordering processes.

**Trustee Pankey motioned to approve the financial reports and payment of bills; Trustee Suelzer seconded.**

**Roll call vote**

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

**Motion carried.**

**LIBRARY USAGE STATISTICAL REPORT**

Statistics show that January was a great month with February looking promising as well.

**LIBRARY DIRECTOR REPORT**

A brief overview of the report was given followed by mention of where we stand in securing a new appointee.

Director Greenup gave credit to Molly, Eric, Donna, and CBI for a job well done in the installation of the new computers.

**COMMITTEE REPORTS**

None.

**NEW BUSINESS**

**ACTION: APPROVE POLICY CHANGES**

- 1. DISPLAY CASE POLICY**
- 2. INTERLIBRARY LOAN POLICY**
- 3. LINCOLN ROOM ART EXHIBITION POLICY**
- 4. ONLINE SOCIAL MEDIA USE POLICY**
- 5. PATRON BEHAVIOR POLICY**

## 6. REFERENCE POLICY

Trustee Flanagan motioned to approve all policy changes for the Display Case Policy, the Interlibrary Loan Policy, the Lincoln Room Art Exhibition Policy, the Online Social Media Use Policy, the Patron Behavior Policy, and the Reference Policy; Seconded by Trustee Coburn.

Roll call vote

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

Motion carried.

Director Greenup added that to make policy review and approval more manageable we review a few policies every three years to achieve the required timeframe for the 20 library policies in place.

### **ACTION: APPROVE ANNUAL INCREASE FOR LIBRARY DIRECTOR**

Trustee Flanagan made a recommendation to the board of trustees.

Trustee Morris opened the floor for discussion.

Trustee Pankey motioned to approve a 3.5% merit and COLA increase; seconded by Trustee Coburn.

Roll call vote

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

Motion carried.

### **OLD BUSINESS**

#### **DISCUSSION: HVAC**

Expansion of information was discussed, and board alignment secured. No actions were taken at this time.

## **COMMUNICATIONS**

Trustee Morris would like to acknowledge the fact that Becky Coolidge was on the board for 7 years and has served as secretary during her tenure. She was a “Friends of Library” for years prior to her service on the Library Board and we would like to thank her kindly for her service and support over the years.

**Trustee Pankey motioned to adjourn, seconded by Trustee Coburn.**

### **Roll call vote**

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

**NO: none**

**ABSTAIN: none**

**ABSENT: Coolidge**

**Motion carried.**

Meeting adjourned at 8:13 pm

Approved March 14, 2022

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President

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Secretary