

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, August 12, 2024

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Trustee Pankey, Trustee Pate, Trustee Schraml, Trustee Sorensen, Trustee Morris. Trustees absent: Trustee Shaw, Trustee Suelzer. Staff present: Elizabeth Greenup* (Library Director); Molly Wilson (Operations Manager); Terry Weingart (Business & Finance Manager-virtual via Zoom); Kelly Hill (Administrative Services HR Coordinator).

*Elizabeth Greenup entered the meeting at 7:06 p.m.

AUDIENCE TO VISITORS

None.

ACTION: APPROVE MINUTES OF THE JULY 15, 2024 REGULAR BOARD MEETING

Trustee Pate motioned to approve the minutes of the July 15, 2024 Regular Board meeting; seconded by Trustee Pankey.

Roll call vote

YES: Pankey, Pate, Schraml, Sorensen, Morris

NO: none

ABSTAIN: none

ABSENT: Shaw, Suelzer

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENTS

Trustee Pate asked about the taxes and why we were under budget. He also asked about the payment to the architects for the 5-year strategic plan, which will be in October.

Trustee Sorenson motioned to approve the financial reports and payment of bills; Trustee Pate seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Sorensen, Morris

NO: none

ABSTAIN: none

ABSENT: Shaw, Suelzer

Motion carried.

LIBRARY USAGE STATISTICAL REPORT

A brief overview was given.

LIBRARY DIRECTOR REPORT

A brief overview of the report was given.

COMMITTEE REPORTS

None.

NEW BUSINESS

ACTION: APPROVE THE DESTRUCTION OF THE VERBATIM RECORDINGS OF THE REGULAR BOARD MEETINGS HELD ON JULY 11, 2022, AUGUST 8, 2022, SEPTEMBER 12, 2022, OCTOBER 10, 2022, NOVEMBER 14, 2022, DECEMBER 12, 2022, JANUARY 9, 2023, AND THE SPECIAL BOARD MEETINGS ON JULY 18, 2022 AND AUGUST 10, 2022, IN COMPLIANCE WITH STATE EXECUTIVE ORDERS PERTAINING TO HOLDING OPEN MEETINGS REMOTELY DURING THE COVID-19 PANDEMIC.

Trustee Pate motioned to approve the destruction of the verbatim recordings of the regular board meetings held on July 11, 2022, August 8, 2022, September 12, 2022, October 10, 2022, November 14, 2022, December 12, 2022, January 9, 2023, and the special board meetings on July 18, 2022 and August 10, 2022, in compliance with State Executive Orders pertaining to holding open meetings remotely during the COVID-19 pandemic; Trustee Sorensen seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Sorensen, Morris

NO: none

ABSTAIN: none

ABSENT: Shaw, Suelzer

Motion carried.

ACTION: APPROVE NON-RESIDENT CARD FEES

Trustee Sorensen motioned to approve the Non-resident card fees of \$386 for FY24/25; Trustee Schraml seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: Shaw, Suelzer

Motion carried.

ACTION: APPROVE ORDINANCE 24-02 TO AMEND PURPOSE OF SPECIAL RESERVE FUND

Trustee Pate motioned to approve the Ordinance 24-02 to amend purpose of Special Reserve Fund; Trustee Pankey seconded.

Trustee Pate asked how the \$300,000 moved to the Special Reserve Fund will be used.

Roll call vote

YES: Pankey, Pate, Schraml, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: Shaw, Suelzer

Motion carried.

ACTION: APPROVE ORDINANCE 24-03 TO TRANSFER FUNDS TO SPECIAL RESERVE FUND

Trustee Schraml motioned to approve the Ordinance 24-03 to transfer of funds to Special Reserve Fund; Trustee Pate seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: Shaw, Suelzer

Motion carried.

ACTION: APPROVE PERSONNEL POLICY MANUAL

Trustee Morris asked about having a witness signatory along with the Employees signature of acknowledgement of receipt of the new personnel policy and whistle blower policy. She asked that those pages be given a proper header and taken out of the policy with page numbers. She asked for proper pagination.

Trustee Pankey motioned to approve the Personnel Policy Manual pending the above requested changes/additions; Trustee Schraml seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: Shaw, Suelzer

Motion carried.

OLD BUSINESS

None.

COMMUNICATIONS

There will be a special meeting on August 19, 2024 at 7 p.m. for the Budget & Appropriation Ordinance Public Hearing.

Trustee Pankey motioned to adjourn; seconded by Trustee Pate.

Roll call vote

YES: Pankey, Pate, Schraml, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: Shaw, Suelzer

Motion carried.

Meeting adjourned at 7:48p.m.

Approved September 9, 2024

President

Secretary