

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, March 10, 2025**

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

\*Trustee Shaw entered the meeting at 7:01 p.m.

\*Trustee Schraml entered the meeting at 7:06 p.m.

**AUDIENCE TO VISITORS**

None.

**ACTION: APPROVE MINUTES OF THE FEBRUARY 10, 2025 REGULAR BOARD MEETING**

Trustee Suelzer motioned to approve the minutes of the February 10, 2025 Regular Board meeting; seconded by Trustee Sorensen.

**Roll call vote**

**YES:** Pankey, Shaw, Sorensen Suelzer, Morris

**NO:** none

**ABSTAIN:** none

**ABSENT:** Pate, Schraml

**Motion carried.**

**ACTION: FINANCIAL REPORTS AND PAYMENTS**

A brief overview was given. Trustee Pankey asked about Midwest Mechanical and OCLC EZproxy.

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

**Roll call vote**

**YES:** Pankey, Schraml, Shaw, Sorensen Suelzer, Morris

**NO:** none

**ABSTAIN:** none  
**ABSENT:** Pate

**Motion carried.**

**LIBRARY USAGE STATISTICAL REPORT**

A brief overview was given. Printing center usage was discussed in terms of income and expenses.

**LIBRARY DIRECTOR REPORT**

A brief overview of the report was given. Trustee Morris and Pankey commented on how much they liked the Year In Review.

**COMMITTEE REPORTS**

The Personnel & Salary Committee met on Monday, March 10, 2025 at 6 p.m. They recommended C.O.L.A plus 2% merit increase for a 5.4% total annual increase for Director Greenup.

**NEW BUSINESS**

**ACTION: APPROVE ACCOUNTING FIRM ENGAGEMENT LETTER**

**Trustee Suelzer motioned to approve the Accounting Firm Engagement Letter; Trustee Schraml seconded.**

**Roll call vote**

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

**Motion carried.**

**ACTION: APPROVE THE DESTRUCTION OF THE VERBATIM RECORDINGS OF THE REGULAR BOARD MEETINGS HELD ON FEBRUARY 23, 2023, APRIL 10, 2023, MAY 8, 2023, AND THE DECENNIAL COMMITTEE MEETING HELD ON MAY 8, 2023, IN COMPLIANCE WITH STATE EXECUTIVE ORDERS PERTAINING TO HOLDING OPEN MEETINGS REMOTELY DURING THE COVID-19 PANDEMIC.**

**Trustee Shaw motioned to approve the destruction of the verbatim recordings of the regular board meeting held on February 23, 2023, April 10, 2023, May 8, 2023, and the decennial committee meeting held on May 8, 2023, in compliance with state executive orders pertaining to holding open meetings remotely during the Covid-19 Pandemic; Trustee Suelzer seconded.**

**Roll call vote**

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

**Motion carried.**

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

**Trustee Pankey motioned to approve the annual increase for the Library Director; Trustee Schraml seconded.**

**Roll call vote**

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

**Motion carried.**

**OLD BUSINESS**

**DISCUSSION: LIBRARY ISSUED DEVICES**

Director Greenup communicated that the Trustees' new wauclib.org emails would go live on Thursday.

**COMMUNICATIONS**

A brief overview was given noting the Year In Review again as well as a letter from the school district complimenting library engagement with the schools.

**Trustee Pankey motioned to adjourn; seconded by Trustee Shaw.**

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

**Motion carried.**

Meeting adjourned at 7:47 p.m.

Approved April 14, 2025

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President

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Secretary