

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, September 08, 2025

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Trustee Pankey, Trustee Schraml, Trustee Sorensen, Trustee Suelzer, Trustee Morris. Trustees absent: Trustee Pate, Trustee Shaw. Staff present: Elizabeth Greenup (Library Director); Molly Wilson (Operations Manager); Sara Esquivel (Public Services Manager); Norma Hacke (Outreach & Programming Manager), Kelly Hill (Administrative Services HR Coordinator).

AUDIENCE TO VISITORS

None.

ACTION: APPROVE MINUTES OF THE AUGUST 11, 2025 REGULAR BOARD MEETING

Trustee Pankey motioned to approve the minutes of the August 11, 2025 Regular Board meeting; seconded by Trustee Sorensen.

Roll call vote

AYES: Pankey, Schraml, Sorensen, Suelzer, Morris
NAYS: none
ABSTAIN: none
ABSENT: Pate, Shaw

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENTS

A brief overview was given. Manager Wilson discussed the Comcast e-rate discount. Trustee Pankey asked about the toilet replacement and new pest control service. Trustee Schraml asked about the Konica Minolta bill.

Trustee Suelzer motioned to approve the financial reports and payment of bills; seconded by Trustee Schraml.

Roll call vote

AYES: Pankey, Schraml, Sorensen, Suelzer, Morris
NAYS: none
ABSTAIN: none
ABSENT: Pate, Shaw

Motion carried.

LIBRARY USAGE STATISTICAL REPORT

A brief overview was given.

LIBRARY DIRECTOR REPORT

Director Greenup discussed what our Working Cash Fund was for, and how it is no longer applicable. Auditor and Attorney both advised that we could absorb it into our General Fund. She discussed the fact that we have two former employees that are still on as a check signer. She would like to remove them and add Operations Manager Wilson on as a signer. With the new accounting firm, we have the option for Electronic Signatures. Trustees would still approve the checks before we print and sign them electronically. Public Services Manager Esquivel and Outreach and Programming Manager Hacke explained our Project Play collection and how we have partnered with the Park District to advertise the offerings that we have that will work with their facilities. The Foundation has been participating at the Farmer's Market when we are not there, and have raised some funds in addition to receiving a donation from Wintrust Bank. They are helping to pay for more Pickle Ball equipment for the Project Play Collection.

COMMITTEE REPORTS

Director Greenup gave a brief overview of the Personnel & Salary Committee Meeting.

NEW BUSINESS

ACTION: APPROVE RESOLUTION 25-03 ABOLISHING THE WORKING CASH FUND

Trustee Schraml motioned to approve the Resolution 25-03 Abolishing the Working Cash Fund; seconded by Trustee Suelzer.

Roll call vote

AYES:	Pankey, Schraml, Sorensen, Suelzer, Morris
NAYS:	none
ABSTAIN:	none
ABSENT:	Pate, Shaw

Motion carried.

ACTION: APPROVE CHECK SIGNERS AT WAUCONDA COMMUNITY BANK

Trustee Pankey motioned to approve adding Molly Wilson to the Director's Checking Account at the Wauconda Community Bank, confirming Elizabeth Greenup, Charles (Mike) Pate and Molly Wilson will have account access; seconded by Trustee Schraml.

Roll call vote

AYES: Pankey, Schraml, Sorensen, Suelzer, Morris
NAYS: none
ABSTAIN: none
ABSENT: Pate, Shaw

Motion carried.

ACTION: APPROVE ELECTRONIC SIGNATURES FOR CHECKS

Trustee Schraml motioned to approve Electronic Signatures for Checks; seconded by Trustee Suelzer.

Roll call vote

AYES: Pankey, Schraml, Sorensen, Suelzer, Morris
NAYS: none
ABSTAIN: none
ABSENT: Pate, Shaw

Motion carried.

ACTION: APPROVE AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICY, ONLINE SOCIAL MEDIA USE POLICY FOR PATRONS, INTERLIBRARY LOAN POLICY, AND PURCHASING POLICY.

Trustee Suelzer motioned to approve the Americans with Disabilities Act Compliance Policy, Online Social Media Use Policy for Patrons, Interlibrary Loan Policy, and Purchasing Policy; seconded by Trustee Sorensen.

Roll call vote

AYES: Pankey, Schraml, Sorensen, Suelzer, Morris
NAYS: none
ABSTAIN: none
ABSENT: Pate, Shaw

Motion carried.

OLD BUSINESS

DISCUSSION: ARCHITECT’S PROPOSAL

Director Greenup shared potential concepts for a Library addition to provide more functional space for patrons and staff.

COMMUNICATIONS

Suggestion box comments were discussed.

Trustee Pankey motioned to adjourn; seconded by Trustee Schraml.

AYES: Pankey, Schraml, Sorensen, Suelzer, Morris
NAYS: none
ABSTAIN: none
ABSENT: Pate, Shaw

Motion carried.

Meeting adjourned at 8:32 p.m.

Approved October 13, 2025

President

Secretary