

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, October 13, 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. Trustees absent: Trustee Pate, Trustee Morris. Staff present: Elizabeth Greenup (Library Director); Molly Wilson (Operations Manager); Sara Esquivel (Public Services Manager); Kelly Hill (Administrative Services HR Coordinator). Visitor Present: *Paul Inserra (CPA from ATA Group).

*Paul Inserra left the meeting at 7:43 p.m.

Trustee Sorensen presided over the meeting.

AUDIENCE TO VISITORS

Paul Inserra, CPA from ATA Group.

ACTION: APPROVE MINUTES OF THE SEPTEMBER 08, 2025 PERSONNEL & SALARY COMMITTEE MEETING, SEPTEMBER 08 REGULAR BOARD MEETING & SEPTEMBER 15, 2025 SPECIAL MEETING.

Trustee Pankey motioned to approve the minutes of the September 08, 2025 Personnel & Salary Committee Meeting; seconded by Trustee Suelzer

Roll call vote

AYES: Pankey, Schraml, Shaw, Suelzer, Sorensen

NAYS: none

ABSTAIN: none

ABSENT: Morris, Pate

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENTS

A brief overview was given. Trustee Pankey asked about the payment for the elevator inspection. Trustee Suelzer asked how often we make a bond payment.

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

Roll call vote

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

Motion carried.

LIBRARY USAGE STATISTICAL REPORT

A brief overview was given. Trustee Schraml asked if we will be adding statistics for the app usage. Trustee Shaw said she would like to see how hold requests look on the app vs. the online platform.

LIBRARY DIRECTOR REPORT

A brief overview was given. Director Greenup and Operations Manager Wilson gave an update on the closing of Baker & Taylor. They discussed the other vendors that are options, as well as how it will impact our staff.

COMMITTEE REPORTS

None.

NEW BUSINESS

DISCUSSION: ANNUAL AUDIT

Paul Inserra presented the annual audit findings.

ACTION: ACCEPT FY2425 ANNUAL AUDIT

Trustee Shaw motioned to approve the FY2425 Annual Audit; seconded by Trustee Suelzer.

Roll call vote

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

Motion carried.

ACTION: APPROVE ORDINANCE 25-02 TO AMEND PURPOSE OF SPECIAL RESERVE FUND

Trustee Schraml motioned to approve Ordinance 25-02, amending the purpose of Special Reserve Fund; seconded by Trustee Pankey.

Roll call vote

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

Motion carried.

ACTION: APPROVE ORDINANCE 25-03 TO TRANSFER FUNDS TO SPECIAL RESERVE FUND

Trustee Shaw motioned to approve Ordinance 25-03 to transfer funds to Special Reserve Fund; seconded by Trustee Suelzer.

Roll call vote

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

Motion carried.

ACTION: APPROVE LEVY ORDINANCE 25-04

Trustee Schraml motioned to approve Levy Ordinance 25-04 as amended by the attorney; seconded by Trustee Suelzer.

Roll call vote

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

Motion carried.

OLD BUSINESS

None.

COMMUNICATIONS

Suggestion box comments were discussed.

Trustee Schraml motioned to adjourn; seconded by Trustee Pankey.

AYES: Pankey, Schraml, Shaw, Suelzer, Sorensen

NAYS: none

ABSTAIN: none

ABSENT: Morris, Pate

Motion carried.

Meeting adjourned at 8:14 p.m.

Approved November 10, 2025

President

Secretary