

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, November 10, 2025**

The meeting was held at the library at 7:02 p.m. with the following Library Trustees present: Trustee Pankey, Trustee Pate, Trustee Schraml, Trustee Shaw, Trustee Sorensen. Trustees absent: Trustee Suelzer, Trustee Morris. Staff present: Elizabeth Greenup (Library Director); Molly Wilson (Operations Manager); Kelly Hill (Administrative Services HR Coordinator). Visitors Present: None.

Trustee Sorensen presided over the meeting.

**AUDIENCE TO VISITORS**

None.

**ACTION: APPROVE MINUTES OF THE OCTOBER 13, 2025 REGULAR BOARD MEETING**

Trustee Pankey motioned to approve the minutes of the October 13, 2025 Regular Board Meeting; seconded by Trustee Schraml.

**Roll call vote**

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

**Motion carried.**

**ACTION: FINANCIAL REPORTS AND PAYMENTS**

A brief overview was given. Trustee Pankey asked what we were using the credit cards to purchase. Director Greenup explained that we use them for Roku Subscriptions, Program and Library Supplies, as well as some Periodical Subscriptions. Trustee Pate asked about Springshare. Manager Wilson explained that it is an annual payment for our E-Newsletter Delivery Service. Director Greenup brought to the Board's attention that one of the Payroll entries was coded into September instead of October, so the monthly figures were incorrect. The YTD figures were accurate.

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

**Roll call vote**

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

**Motion carried.**

#### **LIBRARY USAGE STATISTICAL REPORT**

A brief overview was given.

#### **LIBRARY DIRECTOR REPORT**

A brief overview was given.

#### **COMMITTEE REPORTS**

None.

#### **NEW BUSINESS**

#### **ACTION: APPROVE PATRON BEHAVIOR POLICY**

**Trustee Schraml motioned to approve the Patron Behavior Policy; seconded by Trustee Pankey.**

**Roll call vote**

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

**Motion carried.**

#### **DISCUSSION: NEW ILLINOIS PUBLIC LIBRARY STANDARDS**

Director Greenup informed the Board that there is a new format for the Illinois Public Library Standards. She asked the Board how they would like to receive the new information. The Board agreed that they would like Director Greenup to provide a summarized version at the December Board Meeting.

#### **OLD BUSINESS**

None.

#### **COMMUNICATIONS**

Suggestion box comments were discussed.

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

**AYES:** Pankey, Pate, Schraml, Shaw, Sorensen

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** Suelzer, Morris

**Motion carried.**

Meeting adjourned at 7:49 p.m.

Approved December 8, 2025

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President

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Secretary