

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**801 N. MAIN STREET, WAUCONDA, IL 60084**

**BOARD OF LIBRARY TRUSTEES**

**847-526-6225**

**MINUTES OF THE REGULAR MEETING**

**Monday, December 8, 2025**

The meeting was held at the Library at 7:00 p.m. with the following Library Trustees present: Trustee Pankey, Trustee Shaw, Trustee Sorensen, \*Trustee Suelzer, Trustee Morris. Trustees absent: Trustee Pate, Trustee Schraml. Staff present: Elizabeth Greenup (Library Director); Molly Wilson (Operations Manager); Kelly Hill (Administrative Services HR Coordinator). Visitors Present: None. Trustee Suelzer entered the meeting at 7:03 p.m.

**AUDIENCE TO VISITORS**

None.

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

Trustee Sorensen motioned to approve the minutes of the November 10, 2025 Regular Board Meeting; seconded by Trustee Pankey.

Roll Call Vote

AYES: Pankey, Shaw, Sorensen, Morris

NAYS: None

ABSTAIN: None

ABSENT: Pate, Schraml, Suelzer

Motion carried.

**ACTION: FINANCIAL REPORTS AND PAYMENTS**

A brief overview was given. Trustee Pankey asked about the annual Lyngsoe agreement. Director Greenup explained that was our sorter. Director Greenup talked through the new Cash Receipts, Disbursements and changes in Funds report.

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

Roll Call Vote

AYES: Pankey, Shaw, Sorensen, Suelzer, Morris

NAYS: None

ABSTAIN: None

ABSENT: Pate, Schraml

Motion carried.

**LIBRARY USAGE STATISTICAL REPORT**

A brief overview of the report was given.

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**801 N. MAIN STREET, WAUCONDA, IL 60084**

**BOARD OF LIBRARY TRUSTEES**

**847-526-6225**

**LIBRARY DIRECTOR REPORT**

A brief overview of the report was given.

**COMMITTEE REPORTS**

None.

**NEW BUSINESS**

**ACTION: APPROVE 2026 MEETING DATES**

Trustee Sorensen motioned to approve the 2026 Meeting Dates; seconded by Trustee Shaw.

Roll Call Vote

AYES: Pankey, Shaw, Sorensen, Suelzer, Morris

NAYS: None

ABSTAIN: None

ABSENT: Pate, Schraml

Motion carried.

**ACTION: APPROVE PERSONNEL POLICY**

Trustee Suelzer motioned to approve the Personnel Policy as amended; seconded by Trustee Shaw.

Roll Call Vote

AYES: Pankey, Shaw, Sorensen, Suelzer, Morris

NAYS: None

ABSTAIN: None

ABSENT: Pate, Schraml

Motion carried.

**ACTION: APPROVE EXECUTIVE DIRECTOR SUCCESSION PLAN**

Trustee Pankey motioned to approve the Executive Director Succession Plan as amended; seconded by Trustee Suelzer.

Roll Call Vote

AYES: Pankey, Shaw, Sorensen, Suelzer, Morris

NAYS: None

ABSTAIN: None

ABSENT: Pate, Schraml

Motion carried.

**ACTION: APPROVE PARKING LOT SNOW REMOVAL CONTRACT**

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**801 N. MAIN STREET, WAUCONDA, IL 60084**

**BOARD OF LIBRARY TRUSTEES**

**847-526-6225**

Trustee Shaw motioned to approve the Parking Lot Snow Removal Contract with Weadick Brothers with positive references; seconded by Trustee Pankey.

Roll Call Vote

AYES: Pankey, Shaw, Sorensen, Suelzer, Morris

NAYS: None

ABSTAIN: None

ABSENT: Pate, Schraml

Motion carried.

**DISCUSSION: NEW ILLINOIS PUBLIC LIBRARY STANDARDS/PER CAPITA GRANT**

A brief overview was given.

**OLD BUSINESS**

None.

**COMMUNICATIONS**

Suggestion Box comments were discussed.

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

AYES: Pankey, Shaw, Sorensen, Suelzer, Morris

NAYS: None

ABSTAIN: None

ABSENT: Pate, Schraml

Motion carried.

Meeting adjourned at 8:13 p.m.

Approved January 12, 2026

---

President

---

Secretary