

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Monday, January 10, 2022**

The meeting was held online via Zoom at 7:00 p.m. with the following Library Trustees present: Trustee Coburn, Trustee Flanagan, Trustee Morris, Trustee Pankey, Trustee Sorensen. Trustees absent: Trustee Coolidge. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager). Julie Cerqua, Terry Weingart. Visitor(s) present: None.

**AUDIENCE TO VISITORS**

None Present.

**ACTION: APPROVE MINUTES**

**Trustee Flanagan motioned to approve the minutes; seconded by Trustee Sorensen.**

**Roll call vote**

**YES: Coburn, Flanagan, Morris, Pankey, Sorensen**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: Coolidge**

**Motion carried.**

**ACTION: FINANCIAL REPORTS AND PAYMENTS**

Trustee Pankey asked in the Murphy Miller payment was an additional expense or was this payment part of the impending HVAC replacement.

Director Greenup informed the board that there was a repair and replacement of a motor and pump that went out on the boilers.

Trustee Pankey also inquired if what the training luncheon was for the Slyce meal expense

Director Greenup noted that that was the holiday training luncheon that the board was invited to and Trustees Flanagan and Morris attended.

Trustee Flanagan confirmed with Director Greenup that the Library Lovers' Expedition is the current outreach activities.

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

**Roll call vote**

**YES: Coburn, Flanagan, Morris, Pankey, Sorensen**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: Coolidge**

**Motion carried.**

**LIBRARY USAGE STATISTICAL REPORT**

December was average and we were closed for 4 days due to holidays.

Trustee Morris exclaimed that she liked the 85900% increase of the self-checkout data. The data looks great year over year.

**LIBRARY DIRECTOR REPORT**

Director Greenup reported that the library has been affected minimally by COVID-19 due to some staff exposures. Taking a slow methodical approach to library services has proved beneficial as we continue to remain open.

There were a lot of libraries that had to pivot back to virtual and/or cancel other programming and we have not had to do that because we are still virtual.

We are monitoring the situation with the most recent surge in cases and may have to reevaluate the introduction of some in-person programming, like kids' story time, in April.

Discussion for outdoor summer programming is on the radar and we will start the planning soon.

The Per Capita grant has been submitted and we have the potential to receive more funding if the census data represents an increase in population. We are expecting we will see this increase. Volo itself gained approximately 3,000 people. The deadline for submissions was extended to February 15<sup>th</sup> so it may take longer to receive the funds.

The new website launched and we are getting positive feedback and there is a new logo to freshen the library's look. The lifespan of websites now is about 5 years based on software and technology updates, etc. so we should be good for a few years and are pleased with the outcome.

Copies for schools got a little out of hand for the 5 schools and PTAs Wauconda Library was serving. This is based on staff being out and workload requirements around the holidays. Julie Ann informed school partners that school staff are still able to come and copy free of charge but Dane, Marshall, and the rest of our library staff no longer have the capacity to run copies back and forth to the various schools. As always, the library wants to help and will continue to do so as much as they can within means.

Trustee Sorensen provided an update on the district copiers. All elementary schools installed new copiers over winter break with Robert Crown receiving two. The middle schools received copiers and the high school received three new copiers. All the copiers are now Samsung copy machines so they should not experience the toner supply issues any longer.

Director Greenup continued reporting, in regard to outreach activities. The library participated in holiday parade but we will have to increase the van decorations next year. We did not participate holiday walk due to inclement weather and the turn out at the event was down.

McHenry County libraries are putting on a "Library Lovers' Expedition" where patrons are provided buttons and punch cards for those who are visiting other county libraries. This is where the expense that Trustee Flanagan referenced earlier comes in. We contributed gift cards to the prize bucket for patrons who are entered into a drawing after visiting all area libraries. We have low expectations for popularity based on how saturated our library presence is in McHenry County but we will see how it turns out.

The library partnered with the Township and Park District for the Seniors NYE party which limited participants, enforced social distancing and masking while not consuming food or drink. Our seniors were very appreciative and showed their love for Cabrina, Dane, and Marshall for their efforts in homebound deliveries.

## **COMMITTEE REPORTS**

None.

## **NEW BUSINESS**

Trustee Morris started with a revisit of our HVAC project, which could technically be discussed in old business but was mentioned here. There is another contact we may be able to utilize for the project and we are in the process of scheduling a meeting within the next week or two. As it stands, Elizabeth and Thea are on the docket to meet with him but if other trustees would like to be involved they are welcome. We would not require an architect with this contact as there are other fail safes and liability coverage that his firm can provide. Stay tuned for more details.

Trustee Sorensen asked if our lawyer is aligned with that process.

Trustee Morris responded that we are in the information gathering stage and will confirm with the lawyer once we have the company's liability forms and other waivers in hand to present the information to the lawyer.

### **DISCUSSION: TRUSTEE VACANCY**

There are soon to be 2 trustee vacancies both with a term end date of May 2023. The first vacancy we all knew from Trustee Laureys' resignation but we received communications from Trustee Coolidge today that announced her intent to step down in February due to other exciting commitments she is being pulled into.

Trustee Morris went on to mention that there are thoughts on how to proceed. First, we could reach out to the woman who was applying back when Trustee Coburn was also applying for the appointment. Second, we could reach out to Joyce to see if she would like to come back until the end of term.

Trustee Sorensen had recent contact with her and advised that it sounds like she may be overwhelmed in her life activities right now.

Trustee Morris opened the discussion to gage board ideas; Should we do an ad? Are there people we should reach out to?

Trustee Pankey recommended a reach out to Steve Kutschat, a leader of Friends International, and he would be happy to reach out to himself. Director Greenup is open to this idea and would be grateful if Trustee Pankey made contact.

Trustee Flanagan agrees with reaching out to the individual that applied for the most recent appointment but also wondered if we could ask our librarians to see if they have contacts.

Trustee Coburn inquired about procedure for appointments in the past.

Trustee Morris mentioned that we have both posted for positions and contacted individuals we are acquainted with personally. There have been times where we have had to narrow down our prospects but eliminating candidates through phone screenings and then in-person interviews.

Director Greenup added that for posting we try to stay off social media and instead post to our e-news, website, and put up signs within the library. We have to ensure they are a district resident and we do look them up in our system to confirm they are within district before proceeding with interviews. Something to consider is that these appointment end 2023 and at which point these individuals would have to run for reelection if they choose to remain.

Trustee Pankey also recalled a previous student, Joe Scianna, who has shown interest in the past. He does not have contact with him but he could be an option.

Trustee Morris suggested that we should give our reach outs about a week to decide before posting to our channels. Majority mirrored the sentiment.

**OLD BUSINESS**

HVAC is still on the radar.

**COMMUNICATIONS**

Trustee Morris noted that with the panic over the new variant she senses a leveling out and appreciates that our library staff are doing everything in their power to keep people safe while still providing valued services.

**Trustee Pankey motioned to adjourn, seconded by Trustee Coburn.**

**Roll call vote**

**YES: Coburn, Flanagan, Morris, Pankey, Sorensen**

**NO: none**

**ABSTAIN: none**

**ABSENT: Coolidge**

**Motion carried.**

Meeting adjourned at 7:26pm

Approved February 14, 2022

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President

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Secretary