

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

Monday, May 9, 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 Sorensen, Trustee Suelzer. Trustees absent: Trustee Pankey. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager); Julie Cerqua (Administrative Service Manager); Terry Weingart (Finance Manager). Visitor(s) present: Mike Pate.

*Trustee Coburn entered the meeting at 7:04 p.m.

AUDIENCE TO VISITORS

Mike Pate, trustee applicant, introduced himself, discussed his background and interest in becoming a library trustee. Library Trustees introduced themselves. President Morris gave an overview of how the library board works together to conduct business. Trustee Suelzer asked the candidate questions about their focus and areas of interest, which were answered. Mike Pate exited the meeting at 7:18 p.m. before the Executive Session convened.

EXECUTIVE SESSION

Trustee Flanagan made a motion to enter Executive Session at 7:18 p.m.; seconded by Trustee Coburn.

Roll call-Executive Session participants

Trustee Coburn, Trustee Flanagan, Trustee Sorensen, Trustee Suelzer, Trustee Morris all present. Trustee Pankey absent.

Trustee Coburn, Trustee Flanagan, Trustee Sorensen, Trustee Suelzer, Trustee Morris are the only individuals present in closed session.

Discussion about the trustee applicant took place. No action was taken in executive session.

Trustee Flanagan made a motion to reconvene to the regular meeting at 7:23 p.m.; seconded by Trustee Suelzer.

Roll call to exit executive session: Trustee Coburn, Trustee Flanagan, Trustee Sorensen, Trustee Suelzer, Trustee Morris.

Roll call for the regular meeting: Trustee Coburn, Trustee Flanagan, Trustee Morris, Trustee Sorensen, Trustee Suelzer are all present. Trustees absent: Trustee Pankey. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager); Julie Cerqua (Administrative Service Manager); Terry Weingart (Finance Manager). Visitor(s) present: none.

ACTION: APPROVE MINUTES

- A. February 14, 2022 Personnel & Salary Committee Meeting
- B. April 11, 2022 Regular Meeting
- C. May 2, 2022 Personnel & Salary Committee Meeting

Trustee Sorensen motioned to batch approve the minutes for the meetings listed; seconded by Trustee Flanagan.

Roll call vote

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

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENTS

Trustee Coburn asked about the income statement and income is outpacing the budget. Director Greenup explained the delay in completing projects and hiring staff are the largest contributing factors.

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

Roll call vote

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

Motion carried.

LIBRARY USAGE STATISTICAL REPORT

Statistics show a great increase in library traffic, which was attributed to the return of in-person programming and an increase in homework assignments. Trustee Morris commented on the increase in usage of the children's computers.

LIBRARY DIRECTOR REPORT

A brief overview of the report was given.

Director Greenup provided an HVAC update from the Carrier representative about changes to the platforms of the rooftop units. Trustee Suelzer expressed concern with the proposed solution from the architect and engineer and making sure the solution will not void any manufacturer's warranties.

Director Greenup discussed the library's subscription purchase to Freegal, an online music service, to help supplement the diminishing CD collection.

COMMITTEE REPORTS

Trustee Flanagan provided an update from the Personnel & Salary Committee meeting on Monday, May 2, 2022. The ability to rate the director's performance was added.

The Finance Committee set a meeting date of Monday, June 6, 2022 at 7 p.m.

NEW BUSINESS

Staff members Erik Summerville, Michelle Ward and Donna Wolfram joined the meeting at 7:42 p.m. to present a recommendation to replace the library's automated materials handler. Two proposals were presented, one from Biblioteca and one from Lyngsoe Systems.

Trustee Flanagan motioned to approve the Lyngsoe Systems proposal, pending attorney review of the contract; Trustee Suelzer seconded.

Roll call vote

YES: Coburn, Flanagan, Sorensen, Suelzer, Morris

NO: none

ABSTAIN: none

ABSENT: Pankey

Motion carried.

Staff members Erik Summerville, Michelle Ward and Donna Wolfram exited the meeting at 8:06 p.m.

Director Greenup reviewed the Personnel & Salary budget and wage increases.

Trustee Coburn motioned to approve the Personnel & Salary budget and wage increases; Trustee Flanagan seconded.

Roll call vote

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

Motion carried.

OLD BUSINESS

None.

COMMUNICATIONS

Trustee Morris discussed the suggestions.

Trustee Morris thanked Trustee Flanagan for her service.

Trustee Flanagan motioned to adjourn; seconded by Trustee Coburn.

Roll call vote

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

Meeting adjourned at 8:13 p.m.

Approved June 13, 2022

President

Secretary