

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, December 11, 2023**

The meeting was held at the library at 7:01 p.m. with the following Library Trustees present: Trustee Pankey (Virtual via Zoom), Trustee Pate, Trustee Schraml, Trustee Shaw, Trustee Sorensen, Trustee Suelzer, Trustee Morris (Virtual via Zoom). Trustees absent: None. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager); Julie Cerqua (Administrative Services Manager-Virtual via Zoom); Terry Weingart (Business & Finance Manager-Virtual via Zoom). Visitor(s) present: None.

**AUDIENCE TO VISITORS**

None.

**ACTION: RATIFY THE APPROVAL OF THE HVAC CHANGE ORDER IN THE AMOUNT OF \$1,328**

Trustee Pate motioned to ratify the approval of the HVAC change order in the amount of \$1,328; seconded by Trustee Schraml.

**Roll call vote**

**YES:** Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris  
**NO:** none  
**ABSTAIN:** none  
**ABSENT:** none

**Motion carried.**

**ACTION: RATIFY THE APPROVAL OF THE HVAC PROJECT CREDIT OF \$28,580**

Trustee Shaw motioned to ratify the approval of the HVAC project credit in the amount of \$28,580; seconded by Trustee Suelzer.

**Roll call vote**

**YES:** Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris  
**NO:** none  
**ABSTAIN:** none  
**ABSENT:** none

**Motion carried.**

**ACTION: APPROVE MINUTES OF THE NOVEMBER 13, 2023 REGULAR MEETING**

Trustee Pate motioned to approve the minutes of the November 13, 2023 Regular Board meeting as amended; seconded by Trustee Shaw.

Roll call vote

YES: Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris  
NO: none  
ABSTAIN: none  
ABSENT: none

Motion carried.

**ACTION: FINANCIAL REPORTS AND PAYMENTS**

Trustee Pankey asked about the Curalink bill. Trustee Pate commented on the library's cash flow position. Trustee Pankey asked about the Sacred Engraving bill.

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

Roll call vote

YES: Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris  
NO: none  
ABSTAIN: none  
ABSENT: none

Motion carried.

**LIBRARY USAGE STATISTICAL REPORT**

A brief overview was given. Trustee Pate commented on the high number of service desk requests. Trustee Sorensen commented on the new Kid City desk. Trustee Schraml asked about enews subscribers and new homeowners.

**LIBRARY DIRECTOR REPORT**

A brief overview of the report was given.

**COMMITTEE REPORTS**

None.

**NEW BUSINESS**

**ACTION: APPROVE 2024 MEETING DATES**

Trustee Pankey motioned to approve the 2024 Meeting Dates; Trustee Pate seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris  
NO: none  
ABSTAIN: none  
ABSENT: none

Motion carried.

**ACTION: APPROVE POLICIES**

Trustee Sorensen motioned to approve the Genevieve Lincoln Community Meeting Room Art Exhibition Policy, Display Case Policy, and Personnel Policy; Trustee Suelzer seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris  
NO: none  
ABSTAIN: none  
ABSENT: none

Motion carried.

**DISCUSSION: PER CAPITA GRANT**

Discussion took place about chapters 7-13 of *Serving Our Public 4.0* for the annual Per Capita Grant requirements.

**OLD BUSINESS**

None.

**COMMUNICATIONS**

The suggestion box comments were discussed.

Trustee Pankey motioned to adjourn; seconded by Trustee Pate.

Roll call vote

**YES:** Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris  
**NO:** none  
**ABSTAIN:** none  
**ABSENT:** none

**Motion carried.**

Meeting adjourned at 7:41 p.m.

Approved January 8, 2024

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President

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Secretary