

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, March 11, 2024

The meeting was held at the library at 7:00 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. Trustees absent: None. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager); Terry Weingart (Business & Finance Manager-Virtual via Zoom). Visitor(s) present: None.

*Trustee Pate left the meeting at 8 p.m.

AUDIENCE TO VISITORS

None.

ACTION: APPROVE MINUTES OF THE FEBRUARY 12, 2024 REGULAR MEETING

Trustee Pankey motioned to approve the minutes of the February 12, 2024 Regular Board meeting; 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 Suelzer motioned to approve the financial reports and payment of bills; Trustee Schraml seconded.

Discussion about bill payment took place about Door Systems, Inc. and the Mastercard charges.

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.

LIBRARY DIRECTOR REPORT

A brief overview of the report was given.

COMMITTEE REPORTS

Trustee Pankey provided a summary of the Committee discussion. The Committee is recommending to the Board of Trustees that Director Greenup receive a 3.5% Cost of Living Increase (COLA) and 2% merit increase.

NEW BUSINESS

ACTION: AWARD BID FOR ELEVATOR REPLACEMENT PROJECT

Trustee Pate motioned to award the bid to Colley Elevator Co. for the Elevator Replacement project; Trustee Shaw seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris

NO: none

ABSTAIN: none

ABSENT: none

Motion carried.

ACTION: AWARD BID FOR EXTERIOR WINDOW CAULKING PROJECT

Trustee Suelzer motioned to award the bid to Berglund Construction Co. for the Exterior Window Caulking project; Trustee Schraml seconded.

Roll call vote

YES: Pankey, Pate, Schraml, Shaw, Sorensen, Suelzer, Morris

NO: none

ABSTAIN: none

ABSENT: none

Motion carried.

ACTION: APPROVE PURCHASE OF LAPTOPS

Trustee Pankey motioned to purchase laptops from Current Technologies from the Special Reserve Fund; Trustee Shaw seconded.

Roll call vote

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

Motion carried.

ACTION: APPROVE SOFTWARE, LICENSING, and HP CAREPACKS FOR LAPTOPS

Trustee Pate motioned to approve ComputerView, Inc. for software, licensing, HP CarePacks for laptops from the Special Reserve Fund; Trustee Suelzer seconded.

Roll call vote

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

Motion carried.

ACTION: APPROVE PURCHASE AND INSTALLATION OF VIRTUAL SERVER

Trustee Shaw motioned to approve the purchase and installation of a virtual server from Computer View, Inc.; Trustee Schraml seconded.

Roll call vote

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

Motion carried.

**ACTION: APPROVE RESOLUTION 24-01 TO CHANGE ILLINOIS MUNICIPAL RETIREMENT FUND
AUHTORIZED AGENT**

Trustee Pate motioned to approve Resolution 24-01 to change the Illinois Municipal Retirement Fund Authorized Agent; Trustee Sorensen seconded.

Roll call vote

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

Motion carried.

ACTION: APPROVE ORDINANCE 24-01 TO AMEND THE PURPOSE OF THE SPECIAL RESERVE FUND

Trustee Suelzer motioned to approve Ordinance 24-01 to amend the purpose of the special reserve fund; Trustee Pate seconded.

Director Greenup explained that with the completion of the HVAC and roof recover, these projects need to come out of the Special Reserve Fund. Trustee Pankey asked for a project list of how much has been spent on building projects.

Roll call vote

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

Motion carried.

ACTION: APPROVE ANNUAL INCREASE FOR THE LIBRARY DIRECTOR

Trustee Pate motioned to approve a 3.5% Cost of Living Increase (COLA) and a 2% merit increase for a total of 5.5%; Trustee Pankey seconded.

Roll call vote

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

Motion carried.

DISCUSSION: HIRING AN ARCHITECT

Director Greenup discussed the process of hiring an architect to look at making changes to public and staff areas.

OLD BUSINESS

None.

COMMUNICATIONS

The suggestion box comments and patron letter were discussed. The patron letter indicated issues with building accessibility. This will be added to the list of things to have an architect examine. In the meantime, accommodations have been explained to the patron by the Public Services Manager.

Trustee Suelzer motioned to adjourn; seconded by Trustee Shaw.

Roll call vote

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

Motion carried.

Meeting adjourned at 8:14 p.m.

Approved April 8, 2024

President

Secretary