

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, November 11, 2024

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Trustee Pankey, Trustee Pate, Trustee Schraml, Trustee Shaw, Trustee Sorensen, Trustee Suelzer. Trustees absent: Trustee Morris. Staff present: Elizabeth Greenup (Library Director); Molly Wilson (Operations Manager); Terry Weingart (Business & Finance Manager-virtual via Zoom); Kelly Hill* (Administrative Services HR Coordinator), Norma Hacke (Outreach & Programming Supervisor), and Kim Simchak (Public Services Associate III).

*Kelly Hill entered the meeting at 7:02 p.m.

Trustee Sorensen presided at the meeting.

AUDIENCE TO VISITORS

None.

ACTION: APPROVE MINUTES OF THE OCTOBER 14, 2024 REGULAR BOARD MEETING

Trustee Shaw motioned to approve the minutes of the October 14, 2024 Regular Board meeting as amended; seconded by Trustee Suelzer.

Roll call vote

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

NO: none

ABSTAIN: none

ABSENT: Morris

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENTS

A brief overview was given. Trustee Pankey inquired about the new cleaning service. Trustee Pankey inquired about the Constellation New Energy bill and if going solar is an option. Trustee Pankey inquired about HR Source. Trustee Pankey inquired about Innovative Interfaces. Director Greenup and Manager Wilson explained the possibility of joining a consortium to improve collection access while managing costs with Innovative Interfaces. Trustee Pankey and Trustee Pate inquired about the West Bend Crime Policy. Manager Wilson gave a brief overview.

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

Roll call vote

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

Motion carried.

LIBRARY USAGE STATISTICAL REPORT

A brief overview was given. Trustee Pankey commented on the rise in children’s Spanish book usage. Supervisor Hacke provided an overview of what the library is doing to increase usage. Trustee Pankey commented on the success of Adult Programing, Patron door count and the Printing Center.

LIBRARY DIRECTOR REPORT

A brief overview of the report was given. Director Greenup gave an overview of how HR Source is helping managers with training on the back end. Staff member Simchak talked about the Lion’s Club Fall Festival in Island Lake. Director Greenup and Coordinator Hill talked about the lack of success with the New Homeowner mailer and suspending this promotion in favor of other options. Director Greenup discussed the closure of the Library for staff training in December. Trustee Suelzer inquired about the elevator inspection certificate.

COMMITTEE REPORTS

None.

NEW BUSINESS

DISCUSSION: BOOKMOBILE

Staff member Simchak and Supervisor Hacke presented a slideshow of how a Bookmobile could benefit the Library. The board agreed to move forward with more investigation.

DISCUSSION: DIGITAL SIGN

The Library’s existing digital sign has reached its end of life phase. We need to go out to bid for a new digital sign. A patron emailed the Board of Trustees that the bush around the existing sign is blocking the view of the road when turning out of the Library. The board agreed that the bushes should be removed to improve visibility.

DISCUSSION: PER CAPITA GRANT

Director Greenup provided an overview of Chapters 1-6 of the *Serving Our Public 4.0: Standards for Illinois Public Libraries*, in accordance with the requirements for the state’s Per Capita Grant.

OLD BUSINESS

None.

COMMUNICATIONS

None.

Trustee Schraml motioned to adjourn; seconded by Trustee Pate.

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

Motion carried.

Meeting adjourned at 8:36p.m.

Approved December 9, 2024

President

Secretary