

**NOTICE OF BOARD MEETING
WINNEBAGO PUBLIC LIBRARY DISTRICT**

*Gary Brown, President - Jacquie Olsen Vice President, Jim Ferrar, Treasurer - Wanda Cwiklo, Secretary
Ron Gibson, Trustee - Wendy Bennett, Trustee - Mark Stockman, Trustee*

Notice is hereby given that the Winnebago Public District, Winnebago County, Illinois, will hold a Board Meeting of the Winnebago Public District Board of Trustees at the Winnebago Public Library, 210 North Elida Street, Winnebago, Illinois 61088.

This time, date and purpose of the meeting are set forth in the following agenda:

**REGULAR BOARD MEETING MINUTES
Thursday, March 21, 2024 6:30 pm**

1. Call to Order and Pledge of Allegiance
Meeting called to order by Gary Brown at 6:39 pm followed by the Pledge of Allegiance.
2. Roll Call:
Gary Brown - present
Jacquie Olsen - present
Jim Ferrar - present
Wanda Cwiklo -ABS
Wendy Bennett - present
Ron Gibson - present
Mark Stockman - present
Guest:
Jim Sorg – Library Maintenance
3. Additions or Corrections to the Agenda:
Additions
6.4.1 – Lawncare by Walter
Retention Pond Update
6.5.3 – Green Sky Consulting
6.5.4 – ComEd Lease Light Program
6.5.5 – Glass Sliding Door)Community Room)
6.5.6 – Water Heater Repair
6.1.1 – Purchasing – 2nd Review
6.1.2 – Hours of Operation – 1st Review
6.1.3 – Personnel
7.1.3 – CD Renewal
Wendy Bennett motioned to approve the additions to the agenda. Mark Stockman 2nd the motion. The motion was approved.
4. Public Comment: None
5. Approval of Meeting Minutes: None Presented – Minutes needed for July, September, October, November, December 2023, February 2024. Jim was asked to be Secretary Pro-Tempore. Wendy Bennett made the motion and Mark Stockman 2nd it. The motion was Approved
6. Reports, Discussion & Action Items
6.1 President’s Report
The Board reviewed the Memorandum of Understanding between the Library and Community Historical Society. Our insurance policy provides for \$40,000 of coverage for the Societies articles.

President's report continued:

Mark Stockman made a motion to amend the Agreement to add that the Memorandum shall be reviewed every two years. Ron Gibson 2nd the motion. The motion was approved.

Wendy Bennett made a motion to accept the Memorandum of Agreement, as amended. Jim Ferrar 2nd the motion. The motion was approved.

The President also recommended that all of the Trustee Board documents be stored in a central location.

6.2 Director's Report: No report presented

6.3 Treasurer's Reports:

6.3.1 Reconciliation Statement

The Treasurer reported that there were no unusual expenditure during the month.

Mark Stockman made a motion to accept this report. Motion 2nd by Ron Gibson

Gary Brown - yes

Jacque Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - ABS

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion is approved

6.3.2 Profit and Loss Statement

The Treasurer presented that at the 2/3rds point in the fiscal year we are on track to incur a \$7,200 deficit.

Mark Stockman made a motion to approve the report. It was 2nd by Ron Gibson

Gary Brown - yes

Jacque Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - ABS

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion was approved

6.4 Grounds Maintenance

6.4.1 Lawncare has presented a bid to perform our lawn weeding. As this service is already included in the annual budget and falls below the need for Board approval nothing else was required.

Mark provided an update on the flooding in the retention field north of the library. The filed is not part of a retention pond so further study must be done.

6.5 Facility

6.5.1 – Nelson Carlson: The Board considered the entire fire sprinkler system situation and the need for a backup generator to maintain air pressure in the system to prevent water from entering it and leaking from the ceiling. There are four aspects to this consideration.

1) – a new alarm system, \$720

2) – a 5 year inspection, \$780

3) - a 10 year inspection \$1,540

4) – install a sprinkler under the stairs of the storage room \$920

The total cost for the 4 items is \$3,960 plus the cost of an electrician to install everything. Less a package discount of \$800 = \$3,160

Wendy Bennett made a motion to hold a decision until the next meeting in order to obtain a quote from an electrician. Jacquie Olsen 2nd the motion. The motion was approved. It was also suggested that we contact the Village or State Fire Inspector to review this whole project.

6.5.2 – Foley Electric – this work is not necessary if we complete 6.5.1 Also, their second quote for installing an emergency light on the wall near the staircase. Jim Sorg stated that he could do this job for the cost of a light and a ladder to reach it. No further action required by the Board.

6.5.3 – Green Sky Consulting: the Board felt this was a duplication of the ComEd proposal of 6.5.4

6.5.4 – ComEd Lease Light Program – their quote has not been received yet. Tabled until next month.

6.5.5 – Glass Sliding Door (Conference Room) has worn fittings on the bottom making it difficult to open the door. Jim Sorg will contact a glass company to see about switching this door with another door.

6.5.6 – Water Heater in lower level washroom. The unit was leaking but was replaced and the problem solved.

6.6 Policy Manual

6.6.1 Purchases 2nd read. Motion to approve Mark Stockman, 2nd Wendy Bennett.

Gary Brown - yes

Jacquie Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - ABS

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion was approved.

6.6.2 Hours of Operation – 1st review

6.6.3 Personnel – 1st review

6.7 Personnel – Nothing to Report

Closed Session--Closed Session: 5 ILCS 120/2 (1): the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Nothing Required

7. Unfinished Business

7.1.1 – Decennial Information – need more information from the Director

7.1.2 – Insurance – policies are current

7.1.3 – CD Renewal – The Treasure reported that our \$100,000 CD with German American State Bank matures tomorrow, March 22, 2024. He also reported that while they are offering a yield of 4.4% it's for a 20 month maturity and has a 12 month interest penalty for earl withdrawal. He recommended that we seek a different institution to re-invest these funds but for the time notify the bank to redeem the CD and deposit it in our checking account.

Motion was made by Wendy Bennett to make such notification to the bank. 2nd by Mark Stockman.

Gary Brown - yes

Jacque Olsen - yes

Jim Ferrar - yes

Wanda Cwiklo - ABS

Wendy Bennett - yes

Ron Gibson - yes

Mark Stockman - yes

Motion was passed and the Trustees signed a letter to the bank to redeem the CD and deposit the funds in our checking account.

New Business

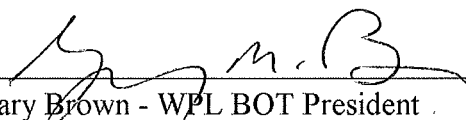
None at this time

8. Next Regular Board Meeting – April 18, 2024 but could be revised to the 11th if need be.

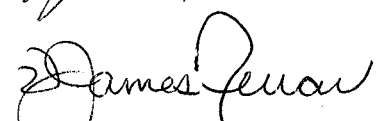
9. Adjournment

Motion was made by Mark Stockman to adjourn at 9:04pm. 2nd by Wendy Bennett.

Motion was approved.



Gary Brown - WPL BOT President



Jim Ferrar - WPL BOT Pro-Tempore Secretary