

## MISSION STATEMENT

**The Winnebago Public Library provides all patrons access to a variety of well-organized resources, services, and technologies that enrich and empower the community and evolve with its cultural needs.**

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

## REGULAR BOARD MEETING MINUTES Thursday, April 17, 2025 6:30 pm

The meeting was called to order by Gary Brown at 6:30 PM, followed by the Pledge of Allegiance.

### Roll Call / Attendance

#### Present:

Gary Brown  
Jacquie Olsen  
Jim Ferrar  
Wanda Cwiklo  
Wendy Bennett  
Ron Gibson  
Mark Stockman

#### Guests:

Emily Gundy - Winnebago Public Library Director  
Tim Kilberth - Winnebago Public Library Bookkeeper  
Heather Kaap  
Rhonda Smallwood

#### Additions or Corrections to the Agenda

There were no additions or corrections to the minutes at this time.

#### Public Comment

No members of the public were in attendance at this time.

#### Approval of Meeting Minutes

A motion was made by Mark Stockman to approve the October 17, 2024 meeting minutes. The motion was seconded by Ronald Gibson.

Motion carried.

A motion was made by Jacquie Olsen to approve the January 17, 2025 meeting minutes. The motion was seconded by Wendy Bennett.

Motion carried.

A motion was made by Mark Stockman to approve the February 20, 2025 meeting minutes, with corrections. The motion was seconded by Ronald Gibson.

Motion carried.

A motion was made by Wendy Bennett to approve the March 20, 2025 meeting

minutes, with only two bids received. The motion was seconded by Mark Stockman.

Motion carried.

## Reports, Discussion & Action Items

### 6.1 President's Report

Gary Brown requested a motion to suspend the floor committee rules for tonight's meeting.

The motion was made by Wendy Bennett and seconded by Mark Stockman.

Motion carried.

### 6.2 Director's Report

An email was received from Alexi Giannoulas (Illinois Secretary of State and State Librarian) regarding IMLS funding cuts after September 2025. The Board discussed the potential impact these cuts could have on the library's operations and services.

Questions were raised about how these reductions might directly affect the Winnebago Public Library, including program funding, resource access, and community outreach.

The Board agreed on the importance of reaching out to area schools and other libraries to understand the broader implications and to explore potential collaboration or support.

### 6.3 Treasurer's Report

6.3.1 The Board reviewed the preliminary FY26 Budget. Jim Ferrar thanked Tim Kilberth and Emily Gundy for their input. He noted that the budget looks good at first glance.

Emily Gundy stated that she would be satisfied with no salary increase for the upcoming fiscal year.

A closed session may be scheduled if further in-depth discussion is required.

6.3.2 A motion was made by Ron Gibson to approve the March 2025 Reconciliation. The motion was seconded by Mark Stockman. Motion carried.

6.3.3 A motion was made by Wendy Bennett to approve the March 2025 Profit and Loss. The motion was seconded by Jaquie Olsen. Motion carried.

#### 6.3.4 Maturing CD's

Investment Maturities - Saturday, April 19.

Jim Ferrar reported that the following certificates of deposit (CDs) are scheduled to mature:

- A \$25,000 CD at 4% interest, maturing in 6 months.

- A \$50,000 CD at 4% interest, maturing in 9 months

6.3.5 It was noted that the library will contract with the same accountant who completed last year's Annual Financial Report to perform the report again this year. The accountant has already been contacted and confirmed availability.

#### Building Project – Wall Closure & ADA Compliance

It was discussed that approval is required before the closure of the wall. The project must be ADA compliant, specifically regarding the exit pad, and the grade must not exceed 3%.

Ron Gibson and Emily Gundy will follow up to gather more information and confirm compliance requirements.

Once the details are clarified, the project will return for quoting with LaLoggia's Construction and Remodeling.

#### 6.5 Facility

Jim Sorg has been monitoring a crack in the building and is continuing to stay on top of general maintenance needs.

#### 6.6 Policy Manual

##### 6.6.1 Personnel

A motion was made by Wanda Cwiklo to approve the Personnel Policy. The motion was seconded by Wendy Bennett.

Motion carried.

##### 6.6.2 Mission Statement (defer to May board meeting) 2nd Review

##### 6.6.3 Meetings of the Board of Trustees - 1st Review

##### 6.6.4 Name and Duties of the Board of Trustees - 1st Review

##### 6.6.5 Purchasing

Mark Stockman will work with Emily Gundy on the Purchasing Policy.

##### 6.6.6 Meeting Room Use - 1st Review

##### 6.6.7 Use of Volunteers - 1st Review

##### 6.6.8 WPL Policy Manual - 1st Review

#### 6.7 Teen Advisory Board

#### Upcoming Events and Projects

- May 8th at 10:30 AM: Flyers will be distributed for the Ruby Vietnam Veterans event.
- Helping Book Sale: Preparations are underway for the upcoming sale.
- Teen Blog: The blog is in progress with contributions from local teens.
- Story Walk: The story for the walk is being written.
- Park District Collaboration: Jacquie Olsen met with the Park District to

discuss housing the Story Walk event.

6.8 Personnel

There were no personal issues discussed at this time.

6.9 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.

No closed session was needed.

1. Unfinished Business

None at this time

2. New Business

The Board discussed the possibility of adding community members to an Advisory Board. Further consideration and details will be explored.

3. Next Regular Board Meeting - May 15, 2025 6:30 pm

Winnebago Public Library - Community Room

210 N. Elida St., Winnebago, IL 61088

815-335-7050

4. Adjournment

A motion to adjourn was made by Mark Stockman at 8:47 PM. The motion was seconded by Ron Gibson.

Motion carried.

  
