

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, May 15, 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 - ABS
Jim Ferrar
Wanda Cwiklo
Wendy Bennett
Ron Gibson
Mark Stockman

Guests:

Emily Gundy - Winnebago Public Library Director
Rhonda Smallwood
Heather Kaap

Thank you to Ronald Gibson and Mark Stockman.

Additions or Corrections to the Agenda

6.6.5 Purchasing - 1st Review

Mark Stockman made some changes and reviewed them with the Board of Trusees.

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 Ronald Gibson.

Motion carried.

Public Comment

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

The Winnebago Public Library would like to take this opportunity to sincerely thank Ron Gibson and Mark Stockman for their dedicated service on the board.

Their valuable knowledge and commitment have greatly contributed to the progress and development of the library. Their efforts have played an important role in moving the library forward in meaningful ways.

Ron and Mark will be greatly missed, and we are truly grateful for their time, insight, and dedication.

The Winnebago Public Library is pleased to announce the official swearing-in of three new members to its Board of Trustees: Wendy Bennett, Rhonda Smallwood, and Heather Kaap. The swearing-in ceremony took place during the regularly scheduled board meeting.

Each new trustee was issued the appropriate documentation, which was signed and duly filed in accordance with board procedures. The library looks forward to the valuable insights and contributions these new members will bring to the continued growth and success of the institution.

Please join us in welcoming Wendy, Rhonda, and Heather to the Board of Trustees!

Approval of Meeting Minutes

A motion was made by Wendy Bennett to approve the April 17, 2025 meeting minutes.

The motion was seconded by Heather Kaap.

Motion carried.

Reports, Discussion & Action Items

President's Report

Director's Report - See attached

Emily Gundry's successful addition of Winnebago Public Library to the Explore More Illinois program is a valuable enhancement for the community. This partnership gives library cardholders expanded access to discounted or free admission to a wide range of cultural attractions across Illinois—like museums, zoos, and historical sites.

How to Use It with Your Winnebago Library Card

1. Visit the Website: Go to the [Explore More Illinois website](#).
2. Select Your Library: Choose "Winnebago Public Library" from the dropdown menu
3. Log In: Enter your library card number and PIN.
4. Browse Attractions: Explore available offers by date, attraction, or location.
5. Reserve a Pass: Select your desired attraction and date, then reserve your pass.
6. Confirmation: You'll receive a confirmation email with your pass, which can be printed or shown on your smartphone.

Treasurer's Report

The Board has moved the second reading of the FY26 budget to the June 2025 meeting.

A motion was made by Wanda Cwiklo to approve the April 2025 Reconciliation Detail. The motion was seconded by Rhonda Smallwood. Motion carried.

A motion was made by Wendy Bennett to approve the April 2025 Profit and Loss Budget vs. Actual. The motion was seconded by Rhonda Smallwood. Motion carried.

Grounds Maintenance

Moing forward, Grounds Maintenance reports will fall under the responsibility of the Facilities department.

Facility

1. Staff Entrance Door Installation

- A new staff entrance door may be installed as early as May 16, 2025.
- To prevent future rust, steps will be taken to avoid applying salt near the door during winter.

2. Emergency Door Project Proposal

- Emily Gundry presented a proposal for the removal and installation of the emergency door.
- The project is currently on hold due to timing and cost concerns.
- Estimated cost: \$14,830.00.
- This project has been tabled and may be revisited at a later date.

3. Meeting Room Wall Removal

- Emily also proposed the removal of the existing wall in the meeting rooms.
- One quote was received for \$3,700.00.
- She recommended obtaining additional quotes for comparison.

4. Next Steps

- Emily Gundry will contact additional companies to gather more quotes for the wall removal project.

Policy Manual

Mission Statement (defer to June special board meeting)

Meetings of the Board of Trustees - 2nd Review

Motion to approve the Meeting of the Board of Trustees was made by Wanda Cwiklo and seconded by Jim Ferrar. The motion carried.

Name and Duties of the Board of Trustees - 2nd Review

Motion to approve the Meeting of the Board of Trustees was made by Wendy Bennett and seconded by Heather Kaap. The motion carried.

Meeting Room Use - 2nd Review

Per the agreement of the Board, the item has been moved to the June meeting. The motion carried.

Use of Volunteers - 2nd Review

Motion to approve the Use of Volunteers was made by Jim Ferrar and seconded by Wendy Bennett. The motion carried.

Winnebago Public Library Manual Library policy development and review- 2nd Review

Motion to approve the Winnebago Public Library Manual Library policy development and review was made by Jim Ferrar and seconded by Wendy Bennett. The motion carried.

Teen Advisory Board

We're pleased to announce that Village Hall has officially agreed to provide installation services for the Story Time project. Their support marks a significant step forward in bringing this initiative to life, and we're excited to move ahead with the setup phase.

A motion was made by Jim Ferrar and seconded by Wanda Cwiklo to approve the purchase of materials for the Story Time project of \$6,305.00. A roll call vote is needed.

Gary Brown - yes

Jacquie Olsen - ABS

Jim Ferrar - yes

Wanda Cwiklo - yes

Wendy Bennett - yes

Heather Kaap - yes

Rhonda Smallwood - yes

Motion carried.

Personnel

There were no personal issues discussed at this time.

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.

Unfinished Business

None at this time.

New Business

Gary Brown will be reaching out to all board members to schedule a special meeting to discuss the Winnebago Public Library Board of Trustees' mission statement. The meeting will take place on a Saturday morning in June.

Please respond with the Saturday dates in June that work best for you, so we can coordinate a time that accommodates the majority.

Next Regular Board Meeting - June 19, 2025 6:30 pm
Winnebago Public Library - Downstairs
210 N. Elida St., Winnebago, IL 61088
815-335-7050

Adjournment

A motion to adjourn was made by Wanda Cwiklo at 8:18 PM. The motion was seconded by Wendy Bennett.
Motion carried.

Wanda Cwiklo

Gary M. Brown

