

**WINNEBAGO PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
Thursday September 18, 2025 5:30 pm**

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:

The meeting was called to order by Gary Brown at 5:30 p.m., followed by the Pledge of Allegiance.

Roll Call:

Gary Brown - present

Jacquie Olsen - present

Jim Ferrar - ABS

Wendy Bennett - present

Wanda Cwiklo -present

Heather Kaap - present

Rhonda Smallwood - present

Guests:

Emily Gundy - Winnebago Public Library Director

Additions or Corrections:

Policy Manual:

Add 7.5.4 Confidentiality of Library Records

Agenda:

Remove 5. Board Team Building Exercise

Public Comment: Review FY26 Financials - *Public Hearing Ordinance 26-02*

No members of the community were in attendance.

Approval of Meeting Minutes:

A motion to approve the August 21, 2025 meeting minutes, with corrections, was made by Jacquie Olsen and seconded by Rhonda Smallwood. The motion carried.

President's Report:

Gary Brown stated that we should only move forward with the Board Meeting Workshop if all Board members are in attendance.

Director's Report:

- Emily Gundry reported that she received funds from the WPL Friends of the Library to purchase additional large print books.
- The Brier Kennedy family provided an undesignated donation in the amount of \$1,000.
- The study room project is nearing completion and is anticipated to be available for use within the next week.
- FY26-03 Ordinance - 1st Review

Approval of Treasurer's Reports:

A motion to approve the August Reconciliation Detail Report, was made by ^{Wendy}~~Wanda~~ Bennett and seconded by Wanda Cwiklo. The motion carried.

A motion to approve the August 2025 Profit and Loss Budget vs Actual Report, was made by Wanda Cwiklo and seconded by Jacquie Olsen. The motion carried.

A motion to approve the FY26-02 was made by Wanda Cwiklo, ~~Jacquie Olsen~~ and seconded by Jacquie Olsen. The report will be submitted to Winnebago County. The motion carried.

Grounds Maintenance/Facility:

Another quote was presented from DPM Lawn Property Maintenance, Inc.

Policy Manual:

7.3.1 Membership and Trustees of the Board - Carry over to a future Board meeting.

A motion was made by Wendy Bennett to approve the **Policy ADA Compliance** and was seconded by Rhonda Smallwood. The motion carried.

A motion was made by Wanda Cwiklo to approve the **Policy Budget and Appropriation** and was seconded by Heather Kaap. The motion carried.

Teen Advisory Board (T.A.B.):

Jacquie Olsen reported that no committee meetings have taken place during the summer months. First meeting scheduled for upcoming year October 9, 2025 at 6:30 pm at the Winnebago Public Library. However, the Story Walk boards have been delivered, and she will continue working with the Village on placement locations. Gary Brown will also reach out to the Village.

Personnel:

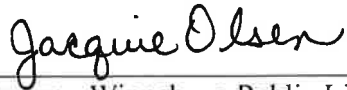
The Board requested that Emily Gundry submit a detailed report outlining her upcoming goals and accomplishments as she completes her first full year as Library Director.

Closed Session:

The Board agreed that no closed session was needed at this time.

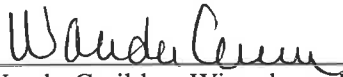
The next regular Board meeting is scheduled for October 16, 2025, at 5:30 p.m. in the Winnebago Public Library Community Room. Early start to include Board Team Building Exercise.

A motion to adjourn the meeting was made by Wanda Cwiklo at 8:24 p.m. and seconded by Jacquie Olsen. Motion carried.



~~Gary Brown - Winnebago Public Library Board of Trustee - President~~

Jacquie Olsen, Vice President



Wanda Cwiklo - Winnebago Public Library Board of Trustee - Secretary

