

**WINNEBAGO PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
Thursday October 16, 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 Jacquie Olsen at 5:34 p.m., followed by the Pledge of Allegiance.

Roll Call:

Gary Brown - ABS
Jacquie Olsen - present
Jim Ferrar - present
Wendy Bennett - present
Wanda Cwiklo -present
Heather Kaap - present
Rhonda Smallwood - ABS

Guests:

Emily Gundry - Winnebago Public Library Director

Additions or Corrections:

Policy Manual:

- 7.5.1 Confidentiality of Library Record - ~~1st Review~~ S/B 2nd Read
- 7.5.2 Local History Room - ~~1st Review~~ S/B 2nd Read
- 7.5.3 Emergency Procedures - ~~2nd Read~~ S/B 1st Read
- 7.5.4 Collection Management and Development - ~~2nd Read~~ S/B 1st Read
- 7.5.5 Records Retention and Control - ~~2nd Read~~ S/B 1st Read
- 7.5.6 Sexual Harassment - ~~2nd Read~~ S/B 1st Read

Public Comment:

No members of the community were in attendance.

Approval of Meeting Minutes:

A motion to approve the September 21, 2025 meeting minutes, with corrections, was made by Wendy Bennett Olsen and seconded by Jacquie Olsen. The motion carried.

President's Report:

There is no report at this time, as Gary Brown was unavailable.

Under the Policies for Emergency Procedures, Collection Management and Development, Records Retention and Control, and Sexual Harassment, several changes were discussed and noted for correction. Jacquie Olsen will work on the suggested revisions, and the updated policies will be presented for approval at the November meeting.

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

Jacquie Olsen reported that no one attended the first meeting held in October. The next meeting is scheduled for November 13, 2025, at 6:30 PM at the Winnebago Public Library.

The StoryWalk is scheduled to be installed sometime in November 2025.

Personnel:

No personal issues were presented.

Closed Session:

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

Old Business:

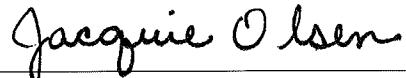
No old business was presented.

New Business:

The Board will have food catered for the Staff Christmas Recognition Party on December 3, 2025. Staff and members of the Board of Directors may bring their families. The Board approved Emily Gundry to purchase a gift card in the amount of \$25.00 for each employee and a \$50.00 gift card for the Library Director, Emily Gundry. The Library will close at 6:00 PM on the night of the party so that all staff can relax and there will be no need for front desk coverage.

The next regular Board meeting is scheduled for November 20, 2025, at 6:30 p.m. in the Winnebago Public Library Community Room.

A motion to adjourn the meeting was made by Wendy Bennett at 8:05 p.m. and seconded by Heather Kaap. Motion carried.



Jacquie Olsen - Winnebago Public Library Board of Trustee - Vice - President



Wanda Cwiklo - Winnebago Public Library Board of Trustee - Secretary