

## 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:

## WINNEBAGO PUBLIC LIBRARY BOARD OF TRUSTEES PUBLIC BOARD MEETING MINUTES Thursday, January 15, 2026 6:30 pm

The meeting was called to order at 6:32 pm, by Gary Brown followed by the Pledge of Allegiance.

### ROLL CALL

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

### Additions or Corrections:

Strike under New Business 8.1

### Public Comment:

David Aumiller volunteers and represents the Indivisible State Line, and was contacted by the ACLU to attend the meeting. He shared that his purpose was to observe and provide support based on concerns brought to the organization's attention. The Board acknowledged his presence and appreciated the clarification regarding his role at the meeting.

### Approval of Meeting Minutes:

A motion to approve the November 20, 2025 meeting minutes, by Rhonda Smallwood with corrections, and seconded by Jim Ferrar. The motion carried with changes.  
A motion to approve the December 4 2025 meeting minutes, by Jim Ferrar with corrections, and seconded by Rhonda Smallwood. The motion carried with changes.

### Reports, Discussion & Action Items:

#### President's Report

Gary Brown presented a thank-you card from staff member Carol Brosend, who expressed her gratitude for the gift card provided at the holiday party.

#### Director's Report

Emily Gundry reported the new law Public Act 104-0056 requires all public libraries in Illinois to maintain a supply of opioid antagonists and train staff on how to use them. The library has this in the first aid kits. Staff have received training for Narcan in the past, however the library staff will renew this training in the Spring. Emily reported the Book Nook is making progress along with the Winnebago Community Historical Society's

display being moved to the upper level. The supply room is nearly empty on the upper level, which will soon turn into a study room. Emily reported the Friends of the Library purchased a Keurig as well as supplies for the community room for patrons to enjoy refreshments anytime.

### **Treasurer's Report**

A motion to approve the November 2025 Reconciliation Detail Report, was made by Rhonda Smallwood and seconded by Jacquie Olsen. The motion carried.

A motion to approve the December 2025 Reconciliation Detail Report, was made by Jacquie Olsen and seconded by Rhonda Smallwood. The motion carried.

A motion to approve the Profit and Loss Budget vs Actual Report, was made by Rhonda Smallwood and seconded by Wanda Cwiklo. The motion carried.

Jim Ferrar reported that action has been taken to end services with Meridian Nursery, as no contracts were in place. The Library has hired Lawn Care by Walter, LLC to provide some of the necessary services at a lower rate.

Jim Ferrar also reported that two CDs are due next week, one for \$25,000 and one for \$50,000. Both will be rolled over for another six months.

Rhonda Smallwood asked Jim Ferrar if she could request a change to one of the titles on the financial reports. Jim stated that he would look into the matter with Tim Kilbreath, WPL Bookkeeper, to determine whether the line item can be adjusted.

A motion was made by Jim Ferrar to hire the Benning Group to handle the FY26 Annual Financial Report. The motion was seconded by Wanda Cwiklo, The motion carried.

### **Grounds Maintenance/Facility:**

Nothing new to report at this time.

### **Policy Manual:**

6.5.1 A motion to approve the Library Conduct Policy was made by Jim Ferrar and seconded by Wanda Cwiklo. The motion carried.

6.5.2 Emergency Procedures - 3rd Read move to February meeting. Per Board request.

6.5.3 Collection Management and Development - 3rd Read move to February meeting. Per Board request.

6.5.4 A motion to approve the Records Retention and Control Policy was made by Jim Ferrar and seconded by Jacquie Olsen. The motion carried.

6.5.5 Sexual Harassment - 3rd Read move to February meeting. Per Board for attention review with Wendy Bennett on a legal stand point.

6.6 Personnel

Nothing new to report at this time.

6.7 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.

Not needed at this time.

### **Unfinished Business:**

7.1 The Teen Advisory Board currently has no interest and is temporarily disbanded.

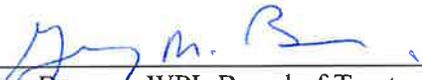
7.2 The Story Walk conversion will be moved to the February meeting to discuss legal questions, which will be handed to Board Trustee Wendy Bennett to address.

### **New Business:**

~~8.1 Request to move March 19, 2026 Board Meeting to March 12, 2026~~

Next Regular Board Meeting - February 19, 2026 6:30 pm  
Winnebago Public Library - Community Room  
210 N. Elida St., Winnebago, IL 61088  
815-335-7050

A motion to adjourn the meeting at 8:19 p.m. was made by Jacquie Olsen and seconded by Rhonda Smallwood. The motion carried.

  
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Gary Brown - WPL Board of Trustees - President

  
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Wanda Cwiklo - WPL Board of Trustees - Secretary

