

**WAUCONDA AREA PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**MINUTES OF THE REGULAR MEETING**

**Monday, April 12, 2021**

The meeting was held online via Zoom at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Flanagan, Mrs. Houston, Mr. Laureys, Mr. Pankey, Mrs. Sorensen\*, and Mrs. Morris. Trustees absent: none. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Manager); Molly Jostock (Operations Manager). Visitor(s) present: Erik Summerville (staff); Donna Wolfram (staff).

\*Mrs. Sorensen entered the meeting at 7:01 p.m.

The meeting took place online via Zoom. All participants verified no one was in the background as a visitor.

**ACTION: APPROVE MINUTES**

**Mrs. Sorensen made a motion seconded by Mr. Pankey to approve the following meeting minutes as amended:**

- A. Personnel & Salary Committee meeting (March 8, 2021)**
- B. Board Meeting (March 8, 2021)**
- C. Special Board Meeting (March 15, 2021)**
- D. Special Board Meeting (April 5, 2021)**

**Roll call vote**

**YES: Coolidge, Flanagan, Houston, Laureys, Pankey, Sorensen, Morris**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: none**

**Motion carried.**

**ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS**

**Mr. Laureys made a motion seconded by Mrs. Houston to accept the bills, to pay the bills as presented and to transfer sufficient funds from the money market deposit account into the checking account.**

Mr. Pankey asked about the Chase Debt Certificate payment.

**Roll call vote**

**YES:** Coolidge, Flanagan, Houston, Laureys, Pankey, Sorensen, Morris  
**NO:** none  
**ABSTAIN:** none  
**ABSENT:** none

**Motion carried.**

**LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS**

Ms. Greenup indicated that library usage was up in March compared to February, mostly due to the library's expanding hours of service.

Ms. Greenup provided an update on the evaluation of the HVAC system.

Ms. Greenup explained that Lake County provided the final tax distribution at the beginning of April. The County plans to return to a regular two-payment system and distributions through December 2021.

Ms. Greenup discussed the success with being fine free during the pandemic. We should plan to pursue this as a permanent offer next fiscal year. There will be more discussion forthcoming.

Ms. Greenup discussed the success of Baker & Taylor's Sustainable Shelves program. The library receives money for withdrawn books and currently reallocates those to monies to purchasing new materials.

**COMMITTEE REPORTS**

**Personnel & Salary Committee**

The Personnel & Salary needs to meet end of April or early May. The committee will set a meeting date.

**NEW BUSINESS**

**ACTION: WEBSITE REDESIGN**

Erik Summerville and Donna Wolfram presented their research of options for a new website and offered their recommendation.

**Mrs. Flanagan made a motion seconded by Mrs. Coolidge to approve the Library Market as the vendor for the library's new website, contingent on the library attorney's review and approval of the contract.**

**Roll call vote**

**YES:** Coolidge, Flanagan, Houston, Laureys, Pankey, Sorensen, Morris  
**NO:** none  
**ABSTAIN:** none  
**ABSENT:** none

**Motion carried.**

**ACTION: NEW COMPUTERS**

**Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve the purchase new public computers.**

Ms. Greenup presented options for leasing or purchasing new computers for both public and staff. Ms. Greenup recommended the purchase of public computers at this time.

Mrs. Flanagan asked about warranties on the computers. Ms. Greenup explained there are 3-year warranties, and the library has not had to fix much over the years once the computers are out of warranty.

Mrs. Flanagan asked about recycling the old equipment. Ms. Greenup explained that ComputerView, Inc. handles the equipment removal, erasing the computers, and recycling them.

**Roll call vote**

**YES:** Coolidge, Flanagan, Houston, Laureys, Pankey, Sorensen, Morris  
**NO:** none  
**ABSTAIN:** none  
**ABSENT:** none

**DISCUSSION: NEW WATER FOUNTAINS**

Ms. Greenup discussed the gathering of proposals for new water fountains both upstairs and downstairs. It is likely there will be a recommendation for approval at the May board meeting.

There was discussion about the need for water fountains with bottle fillers and hygiene use post COVID-19.

**OLD BUSINESS**

None.

**COMMUNICATIONS**

Mrs. Flanagan acknowledged the patron comment about wifi in the parking lot. Mrs. Coolidge agreed this was something the library should offer. Ms. Greenup explained that per the Wauconda Police Department, for safety reasons we should not encourage people to linger in our parking lot, especially overnight. In the past, we have had staff safety issues with people in the parking lot first in the morning and at closing. Ms. Greenup will follow up with the Wauconda Police Department to verify they still feel this is a safety issue. Ms. Greenup explained the library has options for wifi, including wifi hotspots and Chromebooks with internet for check out for two weeks. We will look into what other locations offer wifi in their parking lots.

**ADJOURNMENT**

**Mr. Pankey made a motion seconded by Mrs. Flanagan that the meeting be adjourned.**

**YES: Coolidge, Flanagan, Houston, Laureys, Pankey, Sorensen, Morris**  
**NO: none**  
**ABSTAIN: none**  
**ABSENT: none**

The meeting adjourned at 8:15 p.m.

Approved May 10, 2021

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President

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Secretary