

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, June 14, 2021

The meeting was held online via Zoom at 7:02 p.m. with the following Library Trustees present: Mr. Coburn, Mrs. Coolidge, Mrs. Flanagan, 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: none.

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

ACTION: NOMINATION AND APPROVAL OF OFFICERS OF THE BOARD OF THE LIBRARY TRUSTEES

Discussion took place and a slate of officers was determined.

Mrs. Sorensen made a motion seconded by Mr. Laureys to approve the slate of officers as presented:

President: Thea Morris
Vice President: Jason Laureys
Treasurer: Joshua Coburn
Secretary: Kristen Flanagan

Roll call vote

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

DISCUSSION & ACTION: COMMITTEE APPOINTMENTS

Committee appointments were determined as follows:

Personnel & Salary Committee – Flanagan (chair), Pankey, Sorensen, Morris (ex officio)
Finance Committee – Coburn (chair), Coolidge, Laureys, Morris (ex officio)

Mr. Laureys made a motion seconded by Mrs. Flanagan to approve the committee appointments.

Roll call vote

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

ACTION: APPROVE MINUTES OF THE BOARD MEETING OF MAY 10, 2021 AND SPECIAL MEETING OF MAY 17, 2021

Mr. Pankey made a motion seconded by Mrs. Sorensen to approve the minutes of the May 10, 2021 special meeting.

Roll call vote

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

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

Mrs. Flanagan made a motion seconded by Mr. Laureys 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.

Roll call vote

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

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Ms. Greenup discussed library usage and return to regular operating hours. Items are no longer being quarantined. Appointments are no longer needed for computers.

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

Ms. Greenup discussed the FY21/22 spending plan. More will be presented during the committee reports.

Ms. Greenup discussed projects plans with the objective to obtain estimates and timelines for upcoming expenses, like shelving, Kid City updates, roof, and exterior building painting.

Ms. Greenup discussed the new website process and survey availability. Mrs. Flanagan asked that we consider distributing the survey to social media groups.

Ms. Greenup thanked Trustee Flanagan and Molly Jostock for representing the library at the Phil's Beach Ribbon Cutting.

COMMITTEE REPORTS

Finance Committee

Mr. Laureys reported that the Finance Committee met on Monday, June 14 at 6:30 p.m. to discuss the overall Fiscal Year Spending Plan for 2021/2022. Projects are being identified and prioritized. While we are budgeting for projects, not all may be completed in the fiscal year. Project completion will depend on many factors, including need and cost estimates.

NEW BUSINESS

ACTION: APPROVE RESOLUTION 21-01 AUTHORIZING CHECK SIGNERS

Mrs. Flanagan made a motion seconded by Mr. Laureys to approve Resolution 21-01 Authorizing Check Signers.

Mrs. Flanagan asked if we could consider using DocuSign for the checks. Ms. Greenup will look into this.

Roll call vote

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

Motion carried.

ACTION: APPROVE ORDINANCE 21-1 AMENDING THE PURPOSE OF THE SPECIAL RESERVE FUND

Mr. Laureys made a motion seconded by Mr. Coburn to approve Ordinance 21-1 Amending the Purpose of the Special Reserve Fund.

Roll call vote

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

ACTION: APPROVE ORDINANCE 21-2 TRANSFER FUNDS TO THE SPECIAL RESERVE FUND

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve Ordinance 21-2 Transfer of Funds to the Special Reserve Fund.

Roll call vote

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

OLD BUSINESS

Mrs. Morris discussed the possibility of in-person meetings resuming soon.

Mrs. Morris thanked Mrs. Flanagan for created the trustee liaison project list.

Mrs. Morris indicated that Ms. Greenup will be contacting Mrs. Flanagan about her responsibilities as Secretary.

Mr. Laureys provided an update about the flooding of the Library's entrance off Main Street when it rains. The Village of Wauconda is planning to add drainage as part of a larger Library Hill project slated for late summer/early fall.

Mrs. Coolidge asked for an update on the payroll fraud incident from last year. Mrs. Cerqua explained that the case has been pushed back. Mrs. Cerqua will provide an update when she has more information.

COMMUNICATIONS

The community suggestions were discussed.

ADJOURNMENT

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

YES: Coburn, Coolidge, Flanagan, Laureys, Pankey, Sorensen, Morris

NO: none
ABSTAIN: none
ABSENT: none

The meeting adjourned at 8:00 p.m.

Approved July 12, 2021

President

Secretary