

Oglesby Public Library Board of Trustees

Regular Meeting Minutes

June 23, 2025

Convened at the Oglesby Public Library (111 S Woodland Ave, Oglesby, IL 61348)

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**1. OPENING OF MEETING**

On Monday, June 23, 2025, a quorum was present. The meeting of the Oglesby Public Library District Board of Trustees was called to order at 6:04pm by Karen Watson, Vice-President.

**2. ROLL CALL**

Trustees physically present Sue Van De Wyngaerde, Bonnie Claudnic, Tricia Kelly, and Karen Watson.

Trustees absent: Josh Engel, Becky Clinard, and Janet Pearson.

Library Director: Lynn Sheedy (present).

Guests: Jennifer Porter

**3. PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

There were no public comments.

**4. APPROVAL OF MINUTES**

There was a motion made by S. Van De Wyngaerde to approve and place on file the regular meeting session minutes as presented for May 19, 2025; seconded by B. Claudnic. ROLL CALL: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Karen Watson: YES. **Motion carried.**

**5. APPROVAL OF MONTHLY BILLS**

With regard to the May 2025 Expenses by Vendor Summary, Sheedy explained that the entries marked with an asterisk (\*) indicate expenses that were paid after the May 19, 2025, board meeting. There was a motion by Claudnic to approve the monthly bills as presented; seconded by Van De Wyngaerde. ROLL CALL: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Karen Watson: YES. **Motion carried.**

**6. REPORTS**

There was no President's report.

There was no Treasurer's report.

Director's Report:

In addition to her written report, Sheedy made mention she is looking into an error that occurred regarding E-Rate funding. In addition to issuing credit on the Comcast account, a reimbursement for \$863.22 was credited to the library's checking account which may need to be returned. Sheedy added that the background check service Safe Screener wants the library to sign an agreement form that she does not feel comfortable signing without input from Board President Engel. She will discuss this with Engel as soon as possible. Additional recognition was given to Laurie Guadarrama, who applies for the Thrivent grant/donation that the library received. Laurie was recognized by the director for selecting the library for this particular donation three times in the last 2 ½ years.

A motion was made by Kelly to accept the Director's Report; seconded by Van De Wyngaerde. ROLL CALL: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Karen Watson: YES. **Motion carried.**

Committee Reports: None

## 7. CORRESPONDENCE

Sheedy read aloud the resignation notice from Board Trustee and Treasurer Becky Clinard, effective immediately. Sheedy explained that Clinard cited her many city obligations as the catalyst for her decision.

In addition, Sheedy presented the Board with her own letter announcing her decision to retire by the end of 2025. While certainly an emotional choice, Sheedy recognized her desire to spend more time with her family, in particular her young grandson. Sheedy further explained that she wished to provide a smooth transition and orientation with whomever becomes the new Library Director. It was agreed among the present Trustees that while saddened by Sheedy's decision, they would provide whatever support would be needed for all parties to move forward successfully.

## 8. UNFINISHED BUSINESS

a. The Paid Leave for All Workers Act document prepared by Board President Engel was briefly discussed with present members having no additional comments.

## 9. NEW BUSINESS

a. Sheedy stated that Global Fire, the company who monitors the building's fire alarm, needs an updated emergency contact call list. Sheedy recommended more than just one board member and reminded the board she does not live in Oglesby. Board members Tricia Kelly and Bonnie Claudnic agreed to be added to the call list that includes Engel and Sheedy.

b. Karen Watson volunteered to be the authorized signer for IRS Form 720, a required filing related to a required payment of \$3.75 PCORI fee. The motion to approve Watson as signer

was made by Claudnic; seconded by Van De Wyngaerde. ROLL CALL: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Karen Watson: YES. **Motion carried.**

c. Sheedy noted that two Trustees need to be selected to conduct the Audit of the Secretary and Secretary's records from July 1, 2024, to June 30, 2025. This is an important task, as it ensures that the Director and the Secretary's Board Meeting Minutes and other important documentation are aligned. Kelly and Claudnic volunteered to perform this task after the first of July (start of the fiscal year) when other documents are ready, with Kelly stating that it should not be too difficult as Sheedy took the previous Secretary's papers and made sure that they were aligned with her own until Kelly was elected to the position just a month ago.

d. The proposed amendment to the BY-LAWS changing the start of regularly scheduled board meetings to 6pm was presented. The changes are to be reviewed by the Trustees, who will then vote to approve this amendment at the July2025 meeting.

e. Sheedy explained the Non-Resident Card Ordinance 20250623-1 and how the non-resident card fee is calculated. The fee, per household, for FY 26 is \$86.00. A motion to accept the ordinance was made by Van De Wyngaerde; seconded by Claudnic. ROLL CALL: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES and Karen Watson: YES. **Motion carried.**

f. A brief discussion was held with regards to renewing the library's annual subscription to the local newspaper, The News-Tribune. The annual fee has increased to over \$200. Sheedy stated that only a couple of non-residents read the paper and occasionally a resident will read the paper at the library. A motion was made by Kelly to discontinue the subscription; seconded by Watson. ROLL CALL: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Karen Watson: YES. **Motion carried.**

g. A motion was made by Van De Wyngaerde to accept the resignation of Becky Clinard with regret; seconded by Kelly. ROLL CALL: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Karen Watson: YES. **Motion carried.**

h. With Becky Clinard having resigned and her resignation having been accepted, it was noted that there was now an open seat on the Board. Guest Jennifer Porter was nominated to take said open seat vacated by Clinard. A motion was made by Kelly to accept Porter's nomination; seconded by Van De Wyngaerde. All in favor. **Motion carried.**

i. The oath of office was given by Vice-President and taken and signed by new Board Trustee Jennifer Porter.

## 10. ELECTION OF BOARD OFFICERS

Watson tabled the election of Board officers until the July meeting.

## 11. APPROVE COMMITTEE ASSIGNMENTS

Watson tabled committee assignments until July 2025, with the suggestion it might be better to wait until there are more Board Trustees present.

## 12. EXECUTIVE SESSION

There was no executive session.

## 13. PUBLIC COMMENT

There was no public comment.

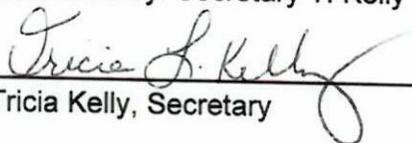
## 14. ADJOURNMENT

A motion was made by Van De Wyngaerde to adjourn the meeting; seconded by Claudnic. ROLL CALL: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Karen Watson: YES. **Motion carried.**

The meeting was adjourned at 7:06.

The next meeting will be held on Monday, July 28, 2025, at 6pm.

Submitted by: Secretary T. Kelly

  
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Tricia Kelly, Secretary