

## 1. OPENING OF MEETING

On Monday, May 19, 2025, a quorum was present. Meeting of the Oglesby Public Library District Board of Trustees was called to order at 6:33pm by Josh Engel, President.

## 2. ROLL CALL

Trustees present: Josh Engel, Sue Van De Wyngaerde, Tricia Kelly, Bonnie Claudnic, and Janet Pearson.

Trustees absent: Becky Clinard and Karen Watson.

Library Director: Lynn Sheedy (present).

Guests: No guests were present.

## 3. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

There were no public comments.

## 4. APPROVAL OF MINUTES

There was a motion by S. Van De Wyngaerde to approve and place on file the regular meeting session minutes as presented for the April 28, 2025; seconded by B. Claudnic. **Motion carried.**

Correction of the closed session minutes was made by B. Claudnic to indicate she was present at the April 28, 2025, closed session meeting.

There was a motion by J. Pearson to approve the executive closed session minutes with correction; seconded by S. Van De Wyngaerde. Roll call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: YES. **Motion carried.**

## 5. APPROVAL OF MONTHLY BILLS

Pearson asked how the Heartland Bank Visa credit card was used. Sheedy explained it is used to purchase library supplies such as paper, art materials, computer software programs such as QuickBooks, and books from Amazon. Elaine Weistart, Bookkeeper, creates an itemized list of every item purchased with the card. Claudnic asked about LiMRICC. Sheedy explained LiMRICC is the consortium the library belongs to for her health insurance. Ingram is the company from which the library purchases books, and John Sales and Service provides repair and maintenance services for the building.

There was a motion by B. Claudnic to approve the monthly bills presented; seconded by T. Kelly. Roll call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: YES. **Motion carried.**

## **6. REPORTS**

There was no President's report.

There was no Treasurer's report.

Sheedy distributed for trustees' records the LaSalle County Clerk's Extended Tax Amounts and Rates Signoff document regarding the library's levy request for tax year 2024.

Director's Report:

Sheedy explained that she submitted a one-time grant to purchase more large-print books. She is also planning to apply for a grant so the library may acquire more children's books. With regard to the possibility of applying to the LaSalle County Farm Bureau Foundation for a permanent 'Story Walk' outside on the library grounds, Sheedy explained that she did not believe it would be wise to pursue at this time due to the minimum cost to purchase a 'Story Walk' is \$5,000 and the grant is only for \$2,500, the challenges it would pose to the city's efforts in mowing, and the fact that do it yourself installations at other libraries are falling apart or have been vandalized does not make it a worthwhile venture at this time. Sheedy reported the price hike in library licenses through TechSoup and the contrast between using TechSoup or Mark Karlosky (tech administrator) for support with software such as Microsoft. Sheedy stated that while the library keeps a close eye on their budget, investing in a Microsoft subscription that provides advanced security would be worth the cost.

There was a motion by J. Pearson to approve the Director's report; seconded by S. Van De Wyngaerde. Roll call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: YES. **Motion carried.**

## **7. CORRESPONDENCE**

There was no correspondence.

## **8. UNFINISHED BUSINESS**

a. Sheedy provided the board with Cyber Liability Insurance documents dropped off by Acrisure/Hartauer Insurance prior to the meeting as a representative could not attend as planned. Sheedy explained the library used to have cyber insurance as part of the library's policy but now it is a separate product. Topic suspended until the next meeting with the intent to have Acrisure/ Hartauer agency provide a presentation.

b. With regards to the recognition for retired Board President Rich Vollmer, Sheedy reported that Trustee Karen Watson would like to bring the cards to Vollmer in addition to a cake and balloons. Sheedy admitted there haven't been a large volume of cards. Engel suggested keeping the card program up for another week.

## 9. NEW BUSINESS

a. There was no presentation by Acrisure/Hartauer at this meeting. Sheedy will make arrangements for their presence at the June meeting.

b. A motion to approve the opening of the Executive Closed Session Minutes from April 28, 2025, was made by B.Claudnic; seconded by J. Pearson. Roll Call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: YES. **Motion carried.**

c. There was a motion by S. Van De Wyngaerde to change the start of the Regularly Scheduled Board of Trustee monthly meetings from 6:30pm to 6:00pm; seconded by T. Kelly. Roll call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: YES. **Motion carried.**

d. Sheedy presented the proposed Criminal Background Checks policy and discussed the advantages of using the vendor Safe Screener over the State Police as a vendor for background checks. Sheedy noted she met with Chief Margis and reviewed Safe Screener services and he commented it seemed a good fit for the library, especially considering we do not hire often. He noted one of the most important things is to be consistent when hiring. Sheedy discussed her concerns including remaining competent regarding the laws and regulations as well as safeguarding the confidentiality of an applicant's screening results. Safe Screener has built in compliance processes and document templates and provides professional support at no additional costs. There is no yearly membership fee and the library only pays per background check initiated. As an online vendor product, Safe Screener lends itself well to the confidentiality of records.

There was a motion by J. Pearson to approve the Criminal Background Checks policy and the vendor Safe Screener for the Level 3 criminal background check package; seconded by B. Claudnic. Roll call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: YES. **Motion carried.**

e. The Letter of Hire template was reviewed by the Trustees. Sheedy stated she consulted with HR Source to develop it. Van De Wyngaerde asked if there have been any applicants, and Sheedy confirmed that there have been some. There was a motion by J. Pearson to approve the Letter of Hire template; seconded by S. Van De Wyngaerde. Roll call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: **Motion carried.**

f. Sheedy presented the proof of the new branded patron library card. Sheedy noted that the current card does not have the library's correct website address. Sheedy stated that some patrons may not be interested in getting a new card, as they have memorized their number and wish to keep using their old card but patrons wishing to get the new card will be given one.

Sheedy also encourages library clerks to request patrons to present their cards at check out and to scan the cards as much as possible as opposed to trying to remember every patron's name and looking them up in the system.

There was a discussion about the quantity of cards to purchase and the pricing. Sheedy reported that she does not inflate the patron base by mass marketing the cards at events to individuals who may never use the library.

There was a motion by T. Kelly to approve the purchase of 1,000 branded library patron cards: seconded by B. Claudnic. Roll call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: YES. **Motion carried.**

g. There was a brief discussion about participating in the new PrairieCat mobile phone App. Sheedy explained the pros and cons, including a fee of over \$500, and suggested waiting another year, as the cost may be included in the PrairieCat membership fee in another year. Motion to approve the mobile app was made by Engel. Motion was seconded by no one. **Motion died.**

h. There was much discussion with regard to the Paid Leave for All Workers Act. After some debate, Engel noted the decisions made at the time the PLAW act went into effect were based on the knowledge and guidance at that time. There was discussion about the original conversion of sick time to PLAW time and should that decision be reversed. With that in mind, this topic will continue to be addressed after more research. This topic was tabled until the next meeting.

## **10. COMMITTEE ASSIGNMENTS AND MEETINGS**

Engel remarked that as Library Director, Lynn Sheedy has taken on responsibilities that might better and more efficiently be dealt with by various committees, whose involvement will allow Sheedy to perform her Director responsibilities with greater efficiency. Engel requested Trustees take a look at the committees and consider making a commitment to one or two of them. This topic will be re-addressed at the next meeting.

## **11. EXECUTIVE SESSION**

There was no Executive Session.

## **12. PUBLIC COMMENT**

There was no public comment.

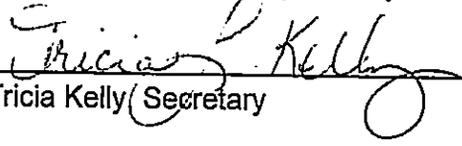
## **13. ADJOURNMENT**

A motion was made to adjourn the meeting by B. Claudnic; seconded by S. Van De Wyngaerde. Roll call: Sue Van De Wyngaerde: YES, Tricia Kelly: YES, Bonnie Claudnic: YES, and Janet Pearson: YES. **Motion carried.**

Meeting adjourned at 8:19pm.

\*Next meeting will be Monday, June 23, 2025, at 6:00pm.

Submitted by: Secretary T. Kelly

  
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Tricia Kelly Secretary