

Oglesby Public Library Board of Trustees
Regular Meeting Minutes
Open Session-****Corrected August 25, 2025**
February 24, **2025**

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

ROLL CALL

Vice President Engel called the February 24, **2025**, meeting of the Oglesby Public Library Board of Trustees to order at 6:30pm.

Members present: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson
Members absent: Vollmer

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

There was no public comment on agenda items only.

APPROVAL OF MINUTES

There was a motion made by Porter to approve and place on file the minutes for the February 4, 2025, regular meeting.

MONTHLY BILLS

There was a motion made by Clinard to approve and place on file the February 1-14, 2025, bills; seconded by Watson.

AYE: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson

Motion passed.

REPORTS

There was no president's report.

Treasurer Clinard noted that the library was right about where it should be fiscally, at around 81 percent of revenue collected and 52 percent of that revenue expended. She also noted that payroll is holding close to where it needs to be with 57 percent of payroll paid, being around 62.5 percent of the way through FY25. There was a discussion about savings from the departure of various employees. Lastly, Treasurer Clinard noted that there was a \$8,000 transfer from the general fund to the building fund which was shown as negative income, but should rather be shown as an expense. Secretary Cullinan and Porter speculated that it might

have been the remainder from the HVAC expenses. Director Sheedy said she would inquire with Elaine.

There was a motion made by Porter to approve and place on file the treasurer's report.

Treasurer Clinard noted that Deana Corrigan came into the library, ecstatic about the work she was doing with the local middle school for the 8th grade research projects.

There was a motion made by Porter to approve and place on file the director's report.

CORRESPONDENCE

There was a letter submitted by Mary Beth Henneberry tendering her resignation. It was intended the Board President was formally reporting this however, in his absence it remained in the correspondence file.

UNFINISHED BUSINESS

The board discussed the various options for logos. Different members noted their preferences for different designs. Director Sheedy noted revisions made from last time. Treasurer Clinard and Secretary Cullinan noted their preference for sans serif font. Van De Wyngaerde noted that she liked a larger "established" date. The board members decided that they liked the sans serif design with level books (design 4), but would like to see it with lines added next to the "established" date.

There was a motion made by Van De Wyngaerde to approve the new logo with revisions suggested by the board; seconded by Watson.

AYE: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson

Motion passes.

NEW BUSINESS

Vice President Engel noted the library's costs, as it relates to its operating hours. Director Sheedy noted that it had been mentioned that President Vollmer suggested the board look into operational hours, especially in the midst of replacing an employee. She noted that the library is currently open from 10-6 on Monday-Friday and 10-2 on Saturday. Watson asked about traffic from children who use the computers. Director Sheedy noted the need for forms/parent approval has impacted the computer usage by younger children and that the library isn't currently seeing a lot of traffic from children seeking to use the computers. Director Sheedy also noted the business the library conducts on Saturdays, expressing that it could vary widely. She also advised against shaving an hour off of each day of the week, as it would make the hours employees receive less equitable. She expressed that she thought it would also be

harder for us to open later than we do. Porter asked about closing on Mondays, but Director Sheedy replied that it is the library's busiest day. Van De Wyngaerde said she would hate for the library to close for a full day. Director Sheedy noted that Elaine works certain hours each week between payroll and programming. Secretary Cullinan advised that there would be potential complaints associated with closing an entire day – even if those complaints don't represent a majority of patrons. Treasurer Clinard said that if the library was to close for a full day, it might demonstrate the financial constraints of the library. Watson said if you were to do something like that, you'd really need to let people know. Van De Wyngaerde asked about the feasibility of 10-2 on Friday. Director Sheedy noted that there are currently 2 shifts on Fridays. Clinard said if the library was to be closed Friday, Sheedy would have less time, overall, that she would need to work. Director Sheedy replied that she would still work on Friday, as she could not get everything done in four days. Clinard reflected at least one day of work for the director would be uninterrupted and provide for flexibility if the Director was covering on Saturdays. The director talked about the different programming that occurs all the different days of the week. Watson asked how this change in hours would affect Friday programming. Treasurer Clinard suggested that Friday programming could still be done. Secretary Cullinan asked how much this would save the library – to which the board responded with different numbers. It was ultimately estimated that it would save the library roughly \$8,000, inclusive of benefits, if the library closed one day a week. Porter voiced his support, however he also suggested tabling it until the next meeting when Treasurer Clinard suggested she could throw some numbers together.

There was a motion made by Porter to table discussion/action on operational hours; seconded by Van De Wyngaerde.

AYE: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson

Motion passes.

Vice President Engel talked about background checks, noting that they aren't a bad idea for new hires as someone who works in a school. Porter noted the liability to the library's reputation if something was to happen. Secretary Cullinan noted the financial liability if something was to happen. Van De Wyngaerde noted that even in the past, with "bike-a-thons", people were required to get fingerprinted. Clinard said the cost is only \$25 through the police station. Director Sheedy noted that she talked to a business called "Safe Screen" about this already, but that she would put an assortment of plans together for the next meeting.

There was a motion by Watson to require background checks for new employees to the Oglesby Public Library; seconded by Van De Wyngaerde.

AYE: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson

Motion passes.

There was a discussion about the library's by-laws, specifically 3.7 which includes language on trustees missing meetings. Vice President Engel asked if the current prohibition on trustees missing more than 4 meetings a year was too restrictive, as state law is 12 meetings. Treasurer Clinard suggested 4 consecutive meetings, to which Cullinan replied that he has students who miss just enough consecutive days to not be truant – and wondered if that would be a thing as it relates to the library board. Porter suggested 6 meetings at most; Engel asked if the board should consider 6 consecutive. Treasurer Clinard noted that if someone was to miss even 6 meetings, they should maybe reconsider their priorities.

There was a motion by Porter to edit the by-laws to require that a trustee miss no more than 6 board meetings a calendar year; seconded by Watson.

AYE: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson

Motion passes.

Director Sheedy shared that she had been wanting to learn more about library budgeting in case Treasurer Clinard is no longer around for the next board. She presented a training proposal by Kathy Parker for “Budget 101 for District Libraries” to the board for their consideration. She noted that the consultant who does the training doesn't do levies and has, in fact, always hired out for it. However, the Director indicated that she thought it would help her better understand library finances, as she currently doesn't understand all the different funds and mechanisms. Treasurer Clinard said the expense for the workshop isn't nearly expensive enough for us to consider and that it should ultimately be up to Director Sheedy as to whether she wants to spend the money. Watson noted her confidence in Director Sheedy. Porter said he thinks it would be valuable for Director Sheedy to work with someone with said expertise.

The board discussed closed session minutes, with Vice President Engel and Treasurer Clinard noting the sensitive nature of certain previous meetings. Engel brought up the 12/16/2024 minutes. Treasurer Clinard didn't see anything that needed to be closed regarding them. Secretary Cullinan asked about a previous meeting (7/29/2024), but Director Sheedy noted those minutes were already open. Clinard suggested that the board destroy any verbatim records that were no longer needed, but Director Sheedy noted there were no other records eligible. The board agreed it would be best to keep the minutes from 6/20/2022, 6/27/2022, 7/5/2022, and 9/26/2022 closed.

There was a motion by Watson to release the closed session minutes from the 12/16/2024 regular meeting; seconded by Clinard.

AYE: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson

Motion passes.

Vice President Engel noted that he was curious about how the library was going to fill four vacant seats when there are only three trustees. He shared that he is currently in conversation with the state librarian about how to fill these vacancies.

Vice President Engel read Secretary Cullinan's resignation letter, effective February 24 at 11:59pm. It was noted that the board would have to vote to accept this resignation at the next meeting and that it couldn't fill Secretary Cullinan's seat until it did so. It was noted, however, that the seat could be filled that same meeting and that the board still has Tricia Kelly waiting in the wings.

There was a motion by Porter to enter closed session at 7:30pm to discuss "(1) [t]he employment, compensation, discipline, performance, or dismissal of specific employees..."; seconded by Clinard.

AYE: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson

Motion passes.

There was a motion by Porter to exit closed session at 7:48pm; seconded by Van De Wyngaerde.

AYE: Clinard, Cullinan, Engel, Porter, Van De Wyngaerde, Watson

Motion passes.

The board discussed its inability to address the discussion in a closed session due to there being no action items on the agenda following closed session. The board discussed the need to address the discussion on the March 24, 2025, agenda.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There was a motion to adjourn at 7:51 pm by Porter; seconded by Cullinan.

AYE: Clinard, Cullinan, Engel, Van De Wyngaerde, Watson

Motion passed.

MEETING ADJOURNED

**Corrected Minutes
Joshua Engel
Vice President

** Corrected Minutes
Secretary