

Oglesby Public Library Board of Trustees
Special Meeting Minutes

August 4, 2025

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

1. OPENING OF MEETING

On Monday, August 04, 2025, a quorum was present. The special meeting of the Oglesby Public Library District Board of Trustees was called to order at 6:03pm by Josh Engel, Board President.

2. ROLL CALL

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

Trustees absent: none.

Library Director: Lynn Sheedy (present).

3. PUBLIC COMMENT ON AGENDA ITEMS ONLY

There were no public comments.

4. APPROVAL OF MINUTES

There was a motion made by Claudnic to approve and place on file the regular meeting session minutes as presented for June 23, 2025; seconded by S. Van De Wyngaerde. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

5. APPROVAL OF MONTHLY BILLS

There was a motion made by Pearson to approve the monthly bills as presented; seconded by Porter. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel. **Motion carried.**

6. REPORTS

a. There was no President's report.

a. (2) There was no Treasurer's report.

b. Sheedy directed the Trustees to the Director's report and asked if there were any questions or concerns at this time. There were none.

A motion was made by Van De Wyngaerde to approve the Director's report as submitted; seconded by Kelly. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

c. There were no standing committee reports.

7. CORRESPONDENCE

- a. Engel reported the Oglesby Public Library District was notified the library has been awarded a Per Capita Grant for \$6,220.08. This sum was awarded by the Secretary of State of Illinois.
- b. Due to health concerns, Engel notified the board Karen Watson gave her notice of resignation as Vice-President on the Board of Trustees, effective immediately.

8. UNFINISHED BUSINESS

It was noted that the library by-laws must reflect the approval of the Board of Trustee meetings time change from 6:30pm to 6:00pm. A motion to approve this by-law amendment to reflect the correct start time of the library's regular meetings was made by Pearson; seconded by Porter. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janel Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

9. NEW BUSINESS

a. A motion to accept the resignation of Karen Watson was made by Kelly; seconded by Pearson. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

b. A motion was made by Van De Wyngaerde to reschedule the upcoming Regular Board Meeting from September 22, 2025, to September 15, 2025. The motion was seconded by Claudnic. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

c. Sheedy stated that there had been a miscalculation of the Non-Resident Card fee for FY 25 due to utilizing average family size instead of average household size in the calculation resulting in an overcharge of \$25. Sheedy suggested for the non-resident card holders affected by this error, the FY 26 Non-Resident accounts would be credited \$25.00 through a reduction of the FY 26 non-resident fee upon renewal of the non-resident account. A motion to approve said credit was made by Claudnic; seconded by Van De Wyngaerde. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

d. A motion was made to re-appoint Lynn Sheedy as the OMA and FOIA officer by Kelly; seconded by Pearson. ROLL CALL: Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

e. With regard to the IMRF account, Pearson noted that it should be made known that both the IMRF Agent and Authorized User should be able to make payments. Additionally, the IMRF computer site makes it mandatory to change the entry password every 33 days. A motion was made by Pearson to approve Elaine Weistart as the new IMRF agent as well as approve Lynn Sheedy as the IMRF Authorized User. The motion was seconded by Porter. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

f. Sheedy stated that it was necessary to appoint another Board Trustee (in addition to Claudnic) to conduct the Audit of the Secretary Records. The audit must be completed by August 30. Van De Wyngaerde volunteered to conduct the Audit. A motion was made by Pearson to approve Van De Wyngaerde as the second trustee; Porter seconded. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

g. A motion was made by Pearson to cancel the Heartland Bank credit card issued in Becky Clinard's name; seconded by Van De Wyngaerde. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

h. Sheedy suggested that Elaine Weistart should have a Heartland Bank credit card issued to her as it is sometimes necessary for her to purchase supplies for certain activities. A credit limit could be set if there would be any concern of overspending. A motion was made by Claudnic to approve Weistart being issued a Heartland Bank credit card with a credit limit of \$1000; seconded by Kelly. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

i. A motion to approve the Amendment to Employee Benefits Policy and Paid Leave for All Workers with the Re-Distribution of sick hours was made by Pearson; seconded by Van De Wyngaerde. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

j. Engel discussed the tentative FY 25-26 Budget and Appropriations forms distributed to the Trustees. When asked about the difference between the two, Pearson explained that the budget is what the library expects to spend based on last year's actual. Appropriations are a financial cushion--the monetary amount that the library simply cannot exceed. It is a spending ceiling.

k. Sheedy stated that Phil Lenzini and Heyl Royster, who have been preparing Budgets & Appropriations and Levy documents for libraries for over 40 years, are able to prepare the FY 25-26 Budget and Appropriations, the FY 25-26 Building and Maintenance Ordinance, and the FY 25-26 Levy for a cost of \$1500. Sheedy acknowledged she is not trained to complete this work. Pearson, who has prepared such documents before, said that she would be willing to perform the task but acknowledged this is a busy time for her and next year she will have more time to prepare such documents. Pearson also asked about different types of reports and Sheedy deferred to her speaking to the bookkeeper and noted there had not been a recent audit. A motion was made by Kelly to approve the hiring of Phil Lenzini and Heyl Royster to prepare the FY 25-26 Budget and Appropriations, Building and Maintenance Ordinance, and FY 26 Levy document, seconded by Claudnic. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

I. Sheedy presented the Trustees with the job description and draft marketing materials for a new Library Director. When discussing salary and benefits, Engel said that he felt it would be financially feasible to offer the new hire a 70/30 split regarding health insurance. If the new Director already had their own insurance (or insurance from their partner), a stipend could be offered. The salary range proposed was \$35,600 annually to \$45,000 annually, depending upon skill set and experience. A motion to approve the Library Director job description, salary range proposed, and marketing materials as discussed was made by Van De Wyngaerde; seconded by Claudnic. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

10. ELECTION OF BOARD OFFICERS

Nominations and elections were held for the positions of President, Vice-President, Treasurer, and Secretary. Engel stated that he is willing to remain on as President; Kelly nominated Claudnic as Vice-President; Pearson agreed to be Treasurer; Kelly stated she was willing to remain as Secretary. A motion was made by Van De Wyngaerde to approve said Trustees into said positions; seconded by Porter. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion carried.**

11. APPROVE COMMITTEE ASSIGNMENTS

The board discussed postponing committee assignments until August 25, 2025, board meeting when another Trustee fills the seat vacated by Karen Watson. A motion to postpone the assignment of committee members until August 25, 2025, was made by Kelly; seconded by Claudnic. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion Carried.**

12. EXECUTIVE SESSION WITH ROLL CALL

A motion by Pearson and Seconded by Van De Wyngaerde to enter into closed executive session at 7:17pm for the purpose of reviewing closed executive session minutes and review of verbatim records. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion Carried.**

There was a motion by Pearson to re-enter open session AT 7:24pm seconded by Porter. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion Carried.**

13. APPROVAL TO AMEND PREVIOUSLY APPROVED CLOSED SESSION MINUTES FROM FEBRUARY 24, 2025

With regard to the previously approved closed session minutes for February 24, 2025, it was noted by Sheedy the bookkeeper's proposed new hourly wage was incorrectly noted in the minutes at \$25.50 rather than the correct proposed hourly wage of \$18.24/hour. Van De Wyngaerde made the motion to correct the closed session minutes to reflect the proper wage of

\$18.24 seconded by Pearson ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic YES, Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. **Motion Carried.**

14. APPROVE RESOLUTION APPROVING AND MAKING A DETERMINATION ON EXECUTIVE SESSION MEETING MINUTES AND VERBATIM RECORDINGS

Claudnic motion to approve the Resolution and Making a Determination on Executive Session Meeting Minutes and Verbatim Recordings; seconded by Pearson. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES; Tricia Kelly: YES, Janet Pearson: YES, Jennifer Porter: YES, Josh Engel: YES. Motion carried.

Trustee Pearson indicated she needed to leave and departed the board meeting.

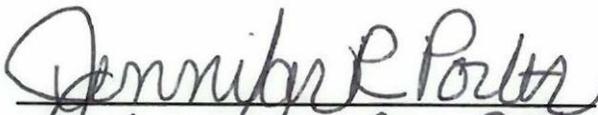
15. PUBLIC COMMENT

There was no public comment.

16. ADJOURNMENT

A motion was made by Porter to adjourn the meeting; seconded by Van De Wyngaerde. ROLL CALL: Sue Van De Wyngaerde: YES, Bonnie Claudnic: YES, Tricia Kelly: YES, Jennifer Porter: YES, Josh Engel: YES. Motion carried.

Meeting adjourned at 7:26pm.


Secretary Pro Tempore