

Minutes

Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, February 13th, 2018 @ 6:30 PM

I. Call to Order / Roll Call: Meeting called to order at 6:35 PM by President Nancy Sanders
Present: Trustees Jennifer Boring, Ruth Fish, Denise li & Janet Wolf
Trustees Becky Clemons & Denise Curran arrived at 6:40 PM

Also present was head of circulation, Lauree Zielezinski.

II. Addition / Amendments to Agenda: None

III. Sandwich School Referendum: Dale Hamilton gave a presentation on the March 20th school referendum. The referendum is to approve an increase in the school's debt service extension base. If passed, funding would be applied toward mandated life safety repairs and updates.

IV. Approval of Minutes: Due to a miscommunication, Trustee li requested that the following minutes be removed and placed on the March agenda: November 27, 2017; January 11, 13, 16, 23 & 30th, 2018; and February 7, 2018. Corrections were noted for minutes dated December 27, 2017 and January 9, 2018. Motion made by Trustee Fish, and seconded by Trustee Wolf, to approve minutes from the regular meeting of January 9, 2018 and the Special Meeting of December 27, 2017, as corrected. Motion carried on voice vote

V. New Business: None

VI. Correspondence: President Sanders read correspondence from the Sandwich Chamber of Commerce on their upcoming dinner, and from Sandwich Boys Basement requesting a donation. No action was taken.

VII. Treasurer's Report: Trustee Clemons moved to approve the Treasurer's Report. Motion was seconded by Trustee Curran. Aye: Trustees Boring, Clemons, Curran, Fish, li, Sanders and Wolf Nay:0
Motion carried

VIII. Director's Report: Because there is a vacancy in the position, there was no formal report.

IX. Committee Reports:

A. Building & Grounds: Trustee Wolf suggested hiring Bob Asleson as a handyman for small repairs. Question was raised about liability issues, and President Sanders will discuss with the library's attorney.

Discussion ensued regarding the ongoing building heating issues. DeKalb Mechanical installed the computer control zone hardware initially but do not train or maintain. Everest Energy & Control can review the system and conducts training sessions on the software. Board would like to investigate if a service agreement is available. Trustee Sanders moved to contact Everest Energy & Control to schedule a training session and to explore a service agreement. Motion was seconded by Trustee Curran. Aye: Trustees Boring, Clemons, Curran, Fish, Li, Sanders & Wolf Nay:0 Motion carried 7:0

B. Finance Committee: It was noted that the \$89,900.00, as a final payment to the construction grant, has been received from the State of Illinois and deposited into the general fund. Board discussed how to invest the money once it is received. Treasurer Trustee Boring reported that she would investigate outsourcing accounting and payroll to be brought back to the Board next month. Additionally, she said there is an upcoming 2-day QuickBooks seminar that she is agreeable attend in April. Board felt training should be put on hold until a new director has been hired.

DeKalb County contacted the library advising that the annual Treasurer's Report had not been filed. The auditor was able to produce the report, and Secretary Trustee Li submitted it to DeKalb and Kendall Counties on February 9th.

Regarding the levy, Treasurer Boring was pleased to report that the library will be receiving more funding that had originally been anticipated. The library will receive \$640,725 in tax revenue this year. Levy confirmation has been confirmed and return to the County. The confirmation for Kendall County has not been received to date.

There is confusion about filing for real estate tax exemption. Board was confused what this entailed. Secretary Trustee Li explained that library building site is tax exempt and that the exemption needs to be filed once. However, should the library own additional property, an annual exemption required will need to be filed in DeKalb County. She will investigate further and report back to the Board.

C. Marketing: No report

D. Personnel: Executive Session requested at the end of the meeting under Section 2(c)(1) for personnel.

E. Policy: There is a 45-minute restriction use on community computers. Discussion ensued. Motion made by Trustee Wolf, and seconded by Trustee Fish to adjust the time policy with no time limit on the adult computers, and revisit in six months or sooner, if necessary. Motion carried on voice vote.

F. Technology: No report

X. Unfinished Business: None

XI. Other Business/ Website Information: When the new website was implemented, it cost approximately \$17,000 and is hosted by Basecamp. Board felt the website is user friendly, and staff 'love

it'. Board expressed no interest in updating the website at this time. Additionally, it was note that Network Solutions maintains the library's domain name at a cost of \$200.00 for 5-year contract.

XII. Public Comment: None

XIII. Executive Session: Motion made by Trustee Fish and seconded by Trustee Curran to go into executive session at 8:18 PM, pursuant to Section 2(c)(1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity ". Motion carried on voice vote.

Trustee Clemens left the Executive Session at 9:05 PM.

Motion to return from Executive Session: Motion made by Trustee Curran and seconded by Trustee Fish to return to regular session at 9:10 PM. Motion carried unanimously by voice vote.

XIV. Adjournment: Motion made by Trustee Curran and seconded by Trustee Fish to adjourn at 9:10 PM. Motion carried by viva voce vote.

_____/s/ Denise Li
Denise Li, Secretary