

Minutes

Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, May 8th, 2018 @ 6:30 PM

I. Call to Order / Roll Call: Meeting called to order at 6:30 PM by President Nancy Sanders
Present: Trustees Denise Curran, Ruth Fish, Denise li & Jane Wolf
Trustee Becky Clemons arrived at 6:50 PM.

Absent: Jennifer Boring

II. Addition / Amendments to Agenda: As noted herein under respective headings

III. Approval of Minutes: Motion made by Jane Wolf and seconded by Denise Curran to approve minutes of March 8th for personnel meeting and executive session. Vote was unanimous via voice vote.

Jane Wolf made a motion to accept minutes from the regular meeting of April 10th, as amended. Ruth Fish seconded. Motion carried unanimously via voice vote.

IV. New Business:

A. Meeting Room Policy Revision: Because of use abuse, the board has amended the policy for usage of meeting and study rooms. It was agreed that the study rooms will not need to be reserved; however, reservation will be required for the meeting room. The social gathering room can be used by small groups with the understanding the room is open to the public. No business can be conducted in any public rooms.

Ruth Fish made a motion to accept the new changes to the rules regarding the room use policy to become effective May 9, 2018. Motion was seconded by Jane Wolfe. Motion carried unanimously on voice vote.

B. Personnel Policy: Changes to the personnel policy.

Motion made by Jane Wolf, and seconded by Denise Curran, to accept the changes to the personnel policy. By voice vote, there was a sole nay vote by Becky Clemons.

V. Correspondence: None

VI. Treasurer's Report: Director Amy Girmscheid reported that she, along with trustees Jennifer Boring and Denise li, have been working on the upcoming budget. The proposed budget will be presented at the June meeting to be passed by June 30th. She also reported that the matured Certificate of Deposit has been rolled over.

Jane Wolf made a motion to accept the Treasurers Report, and motion was seconded by Denise Curran. Aye: Trustees Becky Clemons, Denise Curran, Ruth Fish, Denise li, Nancy Sanders, and Jane Wolf Nay:0 Motion carried 6:0

VII. Director's Report: Amy Girmscheid shared upcoming events that included a Meet 'n Greet in June to coincide with the summer reading program kickoff, exploring fundraising events, attending the Quickbooks Training May 10-11, and started the process to become a Family Search Affiliate library. She has also been accepted to Director's University in June. Three new circulation clerks have been hired that will give Barb Posinger and Bailey McGee more floor time.

VIII. Committee Reports:

A. Building & Grounds:

(1) Lite Construction Update – Lite Construction has been contacted again to review the punch list that had been previously approved. Some, but not all, of the repairs have been made. Malcor Roofing has inspected the complaint of leaking and wet ceiling tiles. It was felt that the leaking was around the windows that has since been repaired. Water marks in the workroom appear to be caused by the air conditioning unit that should have a larger catch basin to handle condensation. Photos of the air conditioner show severe rusting. It was also mentioned that the compressor issues should be covered by a 5-10 year warranty. President Nancy Sanders will be in contact in the library's lawyer for resolution.

(2) Adjacent Library Property – New homeowner, Blake Christopher, has purchased the property located 1010 Vale Street. He has inquired if the library would be interested in leasing or selling contiguous property owned by the library. **Motion made by Jane Wolf, and seconded by Ruth Fish, authorizing Jennifer Boring to investigate the fair market price of the property and pursue the sale of said property. Motion carried on voice vote.**

(3) Bruenig Memorial – Daughter Diane Bruenig Freed has contacted the library inquiring about a memorial for her parents, Donald "Did" and Ruth Bruenig. She had expressed interest in a bench. Board will contact her expressing appreciation and will make suggestions for a memorial.

B. Finance Committee: Budget discussion was discussed under Treasurer's Report

C. Marketing: No report

D. Personnel: No report

E. Policy: No report

F. Technology: No report

X. Unfinished Business: None

XI. Other Business/ Website Information: None

XII. Public Comment: None

XII. Executive Session: None

XIV. Adjournment: Motion made by Jane Wolf and seconded by Denise Curran to adjourn at 8:00 PM. Motion carried by viva voce vote.

_____/s/ Denise li
Denise li, Secretary