

Minutes

Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, June 12, 2018 @ 6:30 PM

- I. **Call to Order/ Roll Call:** Meeting was called to order at 6:30 PM by President Nancy Sanders.
Present: Jane Wolf, Becky Clemons, Denise Curran, Ruth Fish, Jennifer Boring, and Amy Vidlak Grimscheid

- II. **Additions/Deletions/Changes to Agenda** – In New Business Items A, C & G.a. will be deleted. In New Business G. b. will be discussed in Executive Session.

- III. **Approval of Minutes** – A copy of minutes was not in our packets so Director, Amy Vidlak Grimscheid read the minutes from last months meeting. **There was an incomplete sentence and Becky Clemons stated to have it stricken from the minutes and made a motion to approve as amended. Motion was seconded by Ruth Fish. Motion carried on voice vote.**

- IV. **New Business**
 - A. Deleted from agenda.
 - B. **Resolution 18:01:** Resolution Designating Authorization Agent for IMRF.
A motion was made by Jennifer Boring for this resolution to be changed to Amy Vidlak Grimscheid. Motion seconded by Denise Curran. Motion was approved by a voice vote.
 - C. Deleted from agenda.
 - D. **Advertising for additional board members.** We will post the advertisement on our email and website, in the paper to write in and apply. Denise Curran has a recommendation.
 - E. **Overpayment refunds**
 - a. While doing an audit Amy Vldak Grimscheid discovered an error in Amanda Bennett’s IMRF withholding, it is money owed her. The account was set up incorrectly and the money has been held in the library account. A consensus of the board was in agreement to issue a check to Amanda Bennet.
 - b. Zielezinski Stipend – While doing the audit Amy Vldak Grimscheid also discovered an error occurred from switching from ADP to Quick Books in Lauree’s account. It is money owed her. A consensus of the board was in agreement to issue a check to Lauree Zielezinski.
 - F. **Staff Raises** – Per the new budget a 2.5% raise will be give to all employees that were hired before April 2018. **A motion was made by Jennifer Boring to implement a 2.5% raise for all employees that were hired before April 2018. The motion was seconded by Jane Wolf. Roll Call vote: Ayes: Jennifer Boring, Jane Wolf, Becky Clemons, Jane Wolf, Ruth Fish and Nancy Sanders. Nays: 0.**

G. Stipends

a. Insurance Stipend – deleted from agenda.

b. Zielezinski Stipend – Moved to Executive Session.

H. FY2018-2019 Budget – Amy Vidlak Girmscheid presented the proposed budget.

After discussion it was approved by the board as the first reading. A seconded public reading will be held on Tuesday, June 19, 2018 at 7 PM,

V. Correspondence

A. Kendall County Article – Please read the article and be aware of OMA regulations.

VI. Treasurer's Report – Reviewed. **Jane Wolf moved to approve the Treasurer's Report. Denise Curran seconded motion. Ayes: Jennifer Boring, Becky Clemons, Denise Curran, Ruth Fish, Jane Wolf, Nancy Sanders. Nays:0 Motion carried.**

VII. Directors Report – Amy Vidlak Girmscheid explained her report and covered the topics of: Building, Community activities, Finance work, Marketing (newsletter) Summer Reading program, reaching out to vendors, and exploring ways to save money. Pottery fundraiser is up and running, the library is a Family Search Affiliate Library and this is free. Training and meetings.

FOIA/OMA Testing – It was stated that we needed to retest for both. After some discussion Amy Vidlak Girmscheid stated that only the agent needs to test every year.

Board member Appointments – Amy Vidlak Girmscheid will check the past minutes to see who on the board will be up for election. She will report back at next month's meeting.

Updated Staff List – Nancy Sanders requested that we receive a new updated staff list. Amy Vidlak Girmscheid with forward that to us.

VIII. Committee Reports

A. Building & Grounds – Nancy Sanders will talk to Amy about some items she found.

B. Finance – Was covered in Budget and Treasurer's Report above.

C. Marketing – None.

D. Personnel – None.

E. Policy – None.

F. Technology – Mike from Statewide will attend our July meeting.

IX. Unfinished Business – None.

- X. **Other Business** – None.
- XI. **Public Comment** – Scott Harrod had a question about the drainage district line item on the Treasurer’s report. The issue was discussed and resolved.
- XII. **Executive Session** – Jennifer Boring made a motion at 8:25 pm to move from the regular meeting to Executive Session. Denise Curran seconded the motion. A voice vote was approved.
We returned to the regular meeting from Executive Session at 8:34 pm.
Denise Curran made a motion to issue a payroll check to Lauree Zielezinski in the amount of \$1,200.00, for the work she did in the interim between Directors. Jane Wolf seconded the motion. A roll call vote was taken with Ayes: Jennifer Boring, Becky Clemons, Jane Wolf, Ruth Fish, Denise Curran, Nancy Sanders. Nays:0. Motion Carried.
- XIII. **Adjournment:** A motion was made at 8:41 pm by Denise Curran to adjourn the meeting. Motion seconded by Jane Wolf. A voice vote carried.

