

Minutes

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

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

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

III. Approval of Minutes: Motion made by Jane Wolf and seconded by Jennifer Boring to approve the following special meeting minutes, including executive session minutes for the same date: November 27, 2017; January 11, 13, 16, 23 & 30, 2018; February 7 & 27, 2018; and March 3 & 8, 2018.

Jane Wolf moved to approve the minutes and executive session minutes of November 27, 2017; January 11, 13, 16, 23 & 30, 2018; February 7, 2018; and March 3, 2018. Motion was seconded by Jennifer Boring. Motion carried unanimously via voice vote.

Motion made by Ruth Fish, and seconded by Denise li, to approve minutes of the regular meeting and executive session of February 13, 2018 . Motion carried on voice vote.

Minutes for the Special Meeting of March 8, 2018 were incomplete and removed from the agenda.

IV. New Business:

Accounting Services: Bill Newkirk of Newkirk & Associates of Plano gave a short presentation on the services offered and a brief summary of rates. Services included bank reconciliation, payroll, Quickbook training, and general bookkeeping duties. He will provide a detailed letter listing available services and rates.

Brian Murphy of Murphy & Associates in Sandwich arrived at 8 PM to discuss accounting services. He said his company had reconciled the library's checking accounts through June, 2017. Explaining that his company does payroll, treasurer's report, and Quickbooks, he felt that for the library's needs it might be cost effective to hire someone part-time that is familiar with QuickBooks.

V. Correspondence: Secretary li read a thank you from the "One School, One Book" Committee for Sandwich schools thanking the library for their donation toward the program.

Additionally, Secretary li advised that the library, as well as other city taxing bodies, have received notice that the YMCA is filing for tax exempt status on recent property purchased that was formerly known as For Kids Only. The properties have an assessed value of approximately \$900,000.00. She cautioned that if the State approves the exemption prior to the disbursement of real estate tax revenue, the monies received from the County may be less than that shown awarded under the levy. The shortfall would be shared by all taxing bodies affected.

VI. Treasurer's Report: The grant money has been received and deposited into the general fund. Board will table discussion until April's meeting as to disposition.

Treasurer Jennifer Boring requested to attend the Quickbooks training seminar in Carol Stream on April 4-5, 2018. She also requested that she stay the night at the Holiday Inn & Suites where the seminar will be held. The new director will attend a later training seminar.

Jane Wolf moved to approve the Treasurer's Report and approve Jennifer Boring attending the Quickbooks training seminar on April 4-5, 2018, including overnight accommodations. Motion was seconded by Denise Curran. Aye: Jennifer Boring, Becky Clemons, Denise Curran, Ruth Fish, Denise li, Nancy Sanders and Jane Wolf Nay:0 Motion carried

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

VIII. Committee Reports:

A. Building & Grounds:

Everest Control Maintenance Agreement: Everest provided training on the computers to manage the heating / cooling system. It was learned that the conference room is separately controlled from the rest of the building due to a roof unit located over the room. Board favored entering into a maintenance agreement with Everest Energy at a cost of \$2,570.00. Inspections are twice a year being in May and November, and excludes any repair parts. Jane Wolf will check to see if the contract date can be retroactive based on a calendar year.

Motion made by Nancy Sanders, and seconded by Jennifer Boring, to enter into a 1-year contract with Everest Energy for maintenance and service agreement. Aye: Jennifer Boring, Becky Clemons, Denise Curran, Ruth Fish, Denise li, Nancy Sanders and Jane Wolf Nay:0 Motion carried 7:0

Handyman Bob (Asleson) has started doing small repairs. He will be paid as a vendor at \$15.00 hour.

Yingling Lawn Care has submitted a proposal for landscaping and lawn maintenance that would include weekly mowing, edging, mulching, trimming, and other lawn maintenance. The Board felt the proposal was too high and will be contacting local landscapers to submit proposals.

Electrician: The back door lights are not working properly. Jane Wolf volunteered to meet with Charlie Bohnstadt of CJ Power to investigate the problem. **Motion made by Jennifer Boring and seconded by Ruth Fish authorizing Jane Wolf to meet with CJ Power and approve necessary repairs. Motion carried on voice vote.**

B. Finance Committee: A donation of \$250.00 was received from Don Charleston to be used toward the summer reading program. Employed by CAT, the company will match the donation amount providing the library the sum total of \$500.00. A letter was received from Diane Breunig Freed inquiring about the placement of a memorial bench for her mother, Ruth Breunig, who passed away in December, 2016. The library staff will make contact with her.

C. Marketing: No report

D. Personnel: Circulation Position is open. The job has been posted at \$9.25/hour with flexible hours of 10-12 hours weekly.

Director Letter of Intent was read by Nancy Sanders offering the director's position to Amy Girmscheid. Agreed salary is \$53,000 / annually to commence on April 2, 2018. IMRF will be provided with employee's contribution and 80 hours sick leave to take effect immediately. After a 3-month introductory period, health insurance will be provided as a \$3,000 / year stipend and 80 hours vacation (to be advanced courtesy of the Board). Amy has a vacation scheduled from July 6, 2018 through July 20, 2018.

Motion made by Denise Curran to hire Amy Girmscheid under the terms of the Letter of Intent, and motion was seconded by Jane Wolf. Motion carried unanimously via voice vote.

E. Policy: No report

F. Technology: No report

X. Unfinished Business: None

XI. Other Business/ Website Information: Denise Curran reported that Waubensee no longer provides a GED program, and she has learned that some libraries are now offering the program. She has made arrangements to have a representative from Illinois Valley Community College (Oglesby) come to the library on Thursday, March 22nd, to explain the program.

National Library Week is April 9 – 13. Librarian Day is April 10th, which is also the next board meeting date. In the past, the Board has provided snacks or a light lunch for staff. Nancy Sanders will handle the catering details for lunch on April 10th.

A webinar will be held on April 10th from 9 – 10:30 covering budgets and levies. Jane Wolf, Nancy Sanders, and Jennifer Boring have expressed interest in participating.

After a brief discussion regarding the library's needs, Board was in favor utilizing the services of Newkirk & Associates. Nancy Sanders and Jennifer Boring were given permission to start the process of assigning accounting duties to them. It was noted that there are funds in the budget allocated for accounting. **Motion made by Jennifer Boring and seconded by Ruth Fish to hire Newkirk & Associates for the library's accounting needs. Motion carried on voice vote.**

XII. Public Comment: None

XII. Executive Session: None

XIV. Adjournment: Motion made by Jane Wolf and seconded by Denise Curran to adjourn at 9:05 PM. Motion carried by viva voce vote.

/s/ Denise Li, Secretary