

Minutes

Regular Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, July 10th, 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 Clemons, Denise Curran, Ruth Fish, Denise Li & Jane Wolf

Also in attendance was Library Director Amy Girmscheid.

II. Addition / Amendments to Agenda: None

III. Approval of Minutes: Motion made by Jennifer Boring and seconded by Jane Wolf to approve minutes from the Finance Meeting of June 11, 2018; the Regular Meeting of June 12, 2018; and the Special Meeting of June 19, 2018. Motion carried unanimously on voice vote.

IV. New Business:

(A) **Proposed 2018-2019 Budget:** The proposed budget was presented for review noting that both revenue and expenditures were inflated. The public hearing and passage of the budget will be held next month (August).

(B) **Approval of 2018-2019 Meeting Dates:** Ordinance 18-0710-1 was presented listing regular meeting dates as well as scheduled committee dates for the 2018-2019 fiscal year. All meetings will start at 6:30 PM unless posted otherwise. Motion made by Denise Li, and seconded by Jennifer Boring, to accept the Ordinance 18-0710-1 as presented. Motion carried unanimously on voice vote.

(C) **2018-2019 Proposed Holiday Schedule:** Board discussed whether to be closed the day before or after Thanksgiving. Final decision was to close at 4 PM on Thanksgiving Eve but remain open on Friday, the day after Thanksgiving. Motion made by Denise Li to adopt the proposed 2018-2019 holiday schedule as amended. Motion was seconded by Jane Wolf. Motion passed unanimously via voice vote.

(D) **Trustee Election Terms:** With an upcoming election in April, 2019, the question had been raised last month when election terms expire for some of the appointed trustees. Terms for both Jennifer Boring and Jane Wolf expire in 2021. Terms for Denise Li and Nancy Sanders expire in 2019. Both Denise Curran and Ruth Fish were appointed and will be running in the spring election as a 2-year unfulfilled position. Becky Clemson's 4-year term expires in April, 2019.

(E) **Sunday Hours:** Director Amy Girmscheid discussed proposed Sunday hours with staff that was met with mixed reactions. Several board members expressed a Community desire to offer Sunday hours. Board decided to offer Sunday hours after the Christmas holidays starting in January through May, and then in June review if the hours will continue.

(F and G) **Strategic Plan and Board Retreat:** Jane Wolf shared her interest in holding a board retreat to discuss such matters as strategic planning and other matters concerning the

library that require some brainstorming. She envisions holding a meeting a few hours at a location other than the library. Board tentatively agreed to hold a meeting on Saturday, October 20th between 9am – 1 pm. Denise li will secure a spot at the Opera House. She also inquired about the retreat meeting OMA guidelines. She will investigate further.

Director Amy Girmscheid expressed some ideas for discussion, and has inquired at NIU for some guidance. NIU does strategic planning for taxing bodies. A \$3,500 proposal was presented for review. Board felt that using NIU at this point in time may be too much of a financial outlay. Board members were encouraged to offer topics for discussion in October.

(H) Committee Names: A suggestion was made to eliminate, create or rename the Committees. Given that the Board had just approved the 2018-2019 meeting schedules, including committee meetings, it was her recommendation that the Board wait until next fiscal year to address this. Board concurred and no action was taken.

V. Correspondence: Denise li read a thank you from Lauree Zielezinski expressing her appreciation of a bonus for stepping into the role of interim director until the director's position was filled.

President Nancy Sanders reported that all matters concerning Lite Construction have been resolved.

VI. Treasurer's Report: Noted that two real estate tax draws have been received. Motion made by Denise Curran, and seconded by Ruth Fish, to accept the Treasurer's Report as presented. Aye: Jennifer Boring, Becky Clemons, Denise Curran, Ruth Fish, Denise li, Nancy Sanders & Jane Wolf Nay:0 Motion carried 7:0

VII. Director's Report: Director Amy Girmscheid provided updates on landscaping regarding plant replacement, participating in the Freedom Day's parade, meeting with the Chamber of Commerce, streamlining the accounting process, working on a library newsletter to be mailed to residents, and staff meetings relating to library hours and adjusted schedules. She attended Director's University, and thanked the board for the opportunity to attend.

VIII. Committee Reports: None

IX. Unfinished Business: None

X. Other Business: None

XI. Public Comment: Scott Herrod made a request that whenever showing years, that a dash be used (example: 18-19 versus 1819).

XII. Executive Session: Motion made by Jennifer Boring and seconded by Nancy Sanders to go into executive session at 8:15 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" and pursuant to Section 2(c)(21) " Discussion of minutes of meetings lawfully closed under this

Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06". Motion carried on voice vote.

Motion to return from Executive Session: Motion made by Denise Curran and seconded by Denise li to return to regular session at 8:29 PM. Motion carried unanimously by voice vote.

XIII. Adjournment: Motion made by Denise li and seconded by Nancy Sanders to adjourn at 8:29 PM. Motion carried by viva voice vote.

Denise li, Secretary