

## Minutes

Regular Meeting of the Board of Trustees of the Sandwich Public Library District  
925 S. Main Street – Sandwich, IL 60548  
Tuesday, August 14<sup>th</sup>, 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, Denise Curran, Ruth Fish, Denise Li & Jane Wolf  
Also in attendance was Library Director Amy Girmscheid.  
Absent: Becky Clemons

**II. Addition / Amendments to Agenda:** Discussion of Taste of Sandwich (9/26/2018) and the library's sprinkler system under respective committee reports

**III. Public Comment(s)** was move to the end of the agenda

**IV. Approval of Minutes:** Motion made by Jane Wolf and seconded by Ruth Fish to approve Executive Session minutes from July 11, 2017; August 8, 2017; December 12, 2017; June 12, 2018, and July 10, 2018. Motion carried unanimously on voice vote.

Denise Li moved to approve minutes from the Regular Meeting of July 20, 2018, as corrected. Motion was seconded by Denise Curran. Motion carried unanimously on voice vote.

**V. New Business:**

(A) Approval of the Tentative Budget & Appropriations Ordinance 18-0814-1  
Motion made by Denise Curran, and seconded by Jane Wolf, to approve Ordinance 18-0814-1 as corrected. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise Li, Nancy Sanders, and Jane Wolf Nay:0 Motion carried

(B) Approval of Revised Meeting Dates Ordinance 18-0710-1-R  
Jennifer Boring moved to approve the Revised Meeting Dates as Ordinance 18-0710-1-R. Motion was seconded by Jane Wolf. Motion carried on voice vote

(C) Yingling Landscape Proposal was in the amount of \$2,512.00 to remove and replace 39 plants and bushes. Board will re-evaluate in September.

(D) Strategic Plan Revisited: Board discussed the feasibility of having NIU create a 3-5 year strategic plan. The objective is to have a 3<sup>rd</sup> party collecting necessary data. Cost would be \$3,600. Motion was made by Nancy Sanders authorizing Amy Girmscheid to negotiate with NIU to lower the cost of the study to a \$2,000 - \$2,500 range. Denise Curran seconded the motion. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise Li, Nancy Sanders, and Jane Wolf Nay:0 Motion carried

(E) Presentation of New Logo Options: Staff driven, the library director showed several examples for a new logo. Staff member, Bailey McGee, is spearheading the project.

(F) DCNP Cooperative: Library is collaborating with DeKalb County Nonprofit Partnership, Fox Valley Older Adults and the Sandwich Chamber of Commerce and hosting the upcoming events:

September 26, 9-10:30 a.m.

[Essential Elements for Nonprofit Board Members](#)

October 10, 9-10:30 a.m.

[Mission Drift and Strategic Planning for Nonprofits](#)

November 28, 9-10:30 a.m.

[Fundraising Strategies for Nonprofit Staff and Board](#)

[Members](#)

(G) Board Effect Blog “Open Meetings. Closed Sessions: Executive Session as a Tool” was handed out for future reference.

**VI. Correspondence:** None

**VII. Treasurer’s Report:** Motion made by Denise Curran, and seconded by Jane Wolf, to accept the Treasurer’s Report as presented. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Nancy Sanders & Jane Wolf Nay:0 Motion carried 6:0

**VIII. Director’s Report:** Director Amy Girmscheid provided updates on phone issues, installation of new copiers, begin technology updates, met with WSPY, held a Meet & Greet with the Chamber of Commerce on July 19<sup>th</sup>, streamlined and simplified budget lines to reduce redundancies, completed the library newsletter, and shared training and meeting sessions held in July.

**IX. Committee Reports:** None

**X. Unfinished Business:** “Taste of Sandwich” will be held on Wednesday, September 26<sup>th</sup>. Several ideas were suggested, and board agreed to have staff member, Baily McGee, work on something creative.

**XI. Other Business:** Reminder of upcoming meetings

(A) Marketing Committee will meet on Wednesday, August 22, 2018 at 6:30 PM

(B) Regular Board Meeting will meet on Tuesday, September 11, 2018 at 6:30 PM

(C) Library staff will be two days at the fair on behalf of the Chamber of Commerce. Shifts are Thursday, September 6<sup>th</sup> from 11 AM – 1 PM and Sunday, September 9<sup>th</sup> from 11 AM – 1 PM

**XII. Public Comment:** Scott Harrod made a request to receive a copy of the recent program mailing.

**XIII. Executive Session:** None

**XIV. Adjournment:** Motion made by Nancy Sanders and seconded by Ruth Fish to adjourn at 8:07 PM. Motion carried by viva voce vote.

Denise li, Secretary