

## **Minutes**

Regular Meeting of the Board of Trustees of the Sandwich Public Library District  
Virtual Platform via Zoom

925 S. Main Street – Sandwich, IL 60548

Tuesday, November 10, 2020 @ 6:30 PM

- I. **Call to Order/Roll Call:** Meeting called to order at 6:32 PM by President Jane Wolf  
Present: Trustees Jennifer Boring, Nancy Sanders, Ruth Fish, Jennifer Penn, Library Director, Barb Posinger. Trustee Denise Curran joined at 6:41 PM  
Absent: Denise Ii  
Also joining was Circulation Manager, Lauree Zielezinski and Public Service Assistant, Emeri Smoot
- II. **Addition/Deletion/Changes to Agenda:** Add reopening under old business (c); Add under other business (b) Bob Knight; add under other business (c) Bob Asleson.
- III. **Public Comment:** None.
- IV. **Consent Agenda:**
  - a. Treasurer's Report
  - b. Minutes for Regular Meeting of the Library Board of Trustees: October 13, 2020
  - c. Department Reports: Adult Service Manager and Youth Service Coordinator
  - d. Monthly Statistics

**A motion was made by Nancy Sanders and seconded by Ruth Fish to approve the Consent Agenda. Roll Call: Jennifer Boring, Nancy Sanders, Jennifer Penn, Ruth Fish, Denise Curran, Jane Wolf Aye: 6 Nay: 0**

- V. **Old Business:**
  - a.) Per Capita – Standards Reading Updates. All Trustees need to read it before the December meeting.
  - b.) Board Retreat – Due to Covid, it was suggested to revisit at a later date. Jennifer Penn suggested that maybe schedule it after the Board elections.
  - c.) Reopening – to the public. We now have staff in the building and are offering curbside services. It was suggested to have appointments available for the public to come into the library. Use social media as a promotion tool. The state is at tier 2 now.
- VI. **New Business:**

- a.) Director's Report highlights included reopening the library to curbside services, library membership to ARSL (Association for Rural & Small Libraries), ILLNET survey completed, sprinkler system turned off and winterized, switched to Keep It Green which saved us some money, received the hydrangeas from Redbud and they were planted, still working with A&B on work bid.
- b.) Audit Presentation – Auditor Brian Zabel presented the annual audit with comments of “everything in good order”. No accounting deficiencies were noted, and revenues are steady. Expenditures were down from \$631,172 to \$570,968, debt reduction was \$2,400,000, net pension liability was 4.5%, the employer IMRF is 13.3%. Brian recommended to have from six to twelve months surplus. Sandwich Public Library District is doing well.
- c.) Library Paypal account – Barb is working on this for donations or for staff to purchase books.
- d.) Inservice Closing – ½ day closing on Wednesday, December 2, 2020. The staff will attend a virtual training through Waubensee Community College. Title is Managing Stress for Library Professionals. Library will be open from 10-3 pm and the staff training will be from 3:30-5 pm. We will need to publicize the closure.

**Approved unanimously by voice vote**

- e.) Holiday Recognition – We will recognize the staff with a gift card from Amazon. It was decided to give a \$50 card for each staff member. Barb Posinger will purchase the cards.

**Motion made by Jennifer Penn, and seconded by Jennifer Boring. Aye: Jennifer Penn, Jennifer Boring, Nancy Sanders, Denise Curran, Ruth Fish, Jane Wolf, Aye:6 Nay 0. Motion carried.**

- f.) Library Board Trustee Elections Petition – Barb Posinger has the petitions. Jane Wolf, Jennifer Boring and Denise Curran are up for election. They will need 12 signatures. Last date to submit petition is December 21, 2020. Jennifer Penn requested that it be publicized that petitions are available to the public.
- g.) Schedule Special Meeting for Levy Approval – This will be a quick special meeting and will be a Zoom meeting on Tuesday, November 17, 2020 at 6:30 pm.
- h.) Committee Reports
  - 1.) Finance – No Report
  - 2.) Personnel – on hold at this time
  - 3.) Policy – on hold at this time

- 4.) Building & Grounds – Hydrangea donations purchased and planted  
A & B Exterior still working on this
- 5.) Fundraising – No Report

**VII. Other Business**

- a.) General Meeting of the Library Board of Trustees: Tuesday, December 8, 2020 at 6:30 pm
- b.) Bob Knight – is our Insurance Agent. Bob and his wife were in a bad accident and it was requested that we send a get well card to them. Barb Posinger will send a card.
- c.) Bob Asleson – Jane Wolf stated that Bob’s brother passed and she will send a sympathy card.

**VIII. Executive Session – None**

**IX. Adjournment – Motion made by Jennifer Boring and seconded by Nancy Sanders to adjourn at 8:04 PM. Motion carried by viva voce vote.**

Submitted by:  
Ruth Fish