

Minutes

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

925 S. Main Street – Sandwich, IL 60548

Tuesday, December 8, 2020 @ 6:30 PM

- I. **Call to Order/Roll Call:** Meeting called to order at 6:30 PM by President Jane Wolf
Present: Trustees Nancy Sanders, Jennifer Boring, Jennifer Penn, Ruth Fish, Denise Curran, Director Barb Posinger.
Absent: Denise Ii

- II. **Addition/Deletion/Changes to Agenda:** Add to Old Business (C) Social Media and add to New Business (H) Personnel email.

- III. **Public Comment:** None

- IV. **Consent Agenda:**
 - a. Treasurer's Report
 - b. Minutes for the General Meeting of the Library Board of Trustees: November 11, 2020
 - c. Minutes for the Special Meeting of the Library Board of Trustees: November 17, 2020
 - d. Department Reports:
 - I. Adult Services Manager
 - II. Youth Services Coordinator
 - e. Monthly Statistics

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

V. Old Business:

- a. Levy – It has been filed and the return letter has been received.

- b. Per Capita –
 - I. Standards Reading Updates – All Board members have read the book.

 - II. New Extension – Barb received word of an extension until March 15, 2021. However, since we have completed the reading, we will discuss periodically on the different topics. We will start with Building and Grounds.

- c. Social Media – Last month we asked for more Social Media promotion and increase in the topics. Barb checked our Facebook and found that from November 6 thru December 3 we had 220% increase in people reading our posts. 124% more post engagements, and 43% in page likes.

VI. **New Business:**

- a. Director's Report – Highlights for the past month were: the shut down and reopening of the library. PayPal account has been implemented. Storm knocked loose wood panels on garbage bay and Bob fixed it. The training with Waubensee was ok but hope for more intensive training next year.
- b. General Fund Transfer – We have \$250,000.00 that we can transfer out of checking, either to a savings account or money market account. It was suggested to build a Capital Project Fund for in the future. Barb will work with Newkirk and get the money transferred.
- c. Director Evaluation – Jane will send the evaluation form to the Personnel Committee for review. Then we will get the form to all Board members. The evaluation will be a Zoom meeting within the next month.
- d. Prairiecat Mobile App – There is a fee of \$600. per year. We have signed up and it should launch by the end of December. There are many benefits for our library as well as working with other libraries.
- e. Princh – Is a library only printing service they design the program for the library. It is affordable at \$400.00. It allows wireless printing services to clients. There is a privacy code to it. You can pay with PayPal or card.
- f. E-Rate – Barb checked into this, but we already have a better internet coverage now. We won't use this company at this time.
- g. Committee Reports –
 - I. Finance – No Report
 - II. Personnel – No Report
 - III. Policy – No Report
 - IV. Building and Grounds – No Report. A & B holding
 - V. Fundraising – No Report.

- h. Personnel Email – Barb sent out an email about an employee who will be working from home starting tomorrow. Direct your input to Barb within the next couple of days.

VII. **Other Business:**

- a.) General Meeting of the Library Board of Trustees: Tuesday, January 12, 2021 at 6:30 pm

VIII. **Executive Session:** None

- IX. **Adjournment:** Motion was made by Ruth Fish and seconded by Jennifer Boring to adjourn at 7:13 pm. Motion carried by viva voce vote.

Submitted by Ruth Fish