

Minutes of the General Meeting
of the Board of Trustees of the Sandwich Public Library District
Tuesday, January 12, 2021 @ 6:30 PM

Due to COVID-19, meeting was conducted via Zoom video conferencing

I. Call to Order / Roll Call: Meeting called to order at 6:30 PM by President Jane Wolf.

Present: Library Director Barb Posinger

Present via video conferencing: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Nancy Sanders & Jane Wolf

Absent: Jennifer Penn

II. Addition / Amendments to Agenda: Director Barb Posinger requested a short discussion on "Local Health Department Letter" regarding COVID-19 vaccines be added under New Business as Item "d".

III. Public Comment: An email from Scott Harrod made two comments related to finances. The first comment was from the December meeting whereby library trustees had discussed transferring funds from the general account to a designated capital project fund account. He noted there was already a similar account in existence and suggested either spending funds on capital projects or move funds to a special reserve fund.

The second comment pertained to \$61.07 in interest that has been received from property taxes. He noted an inconsistency in posting of the funds. Some years the interest has been shown independently and other years any interest had been shown separately. Trustees indicated they will take his comments under advisement.

IV. Consent Agenda

- a. Treasurer's Report
- b. Minutes for the General Meeting of December 8, 2020
- c. Department Reports:
 - i. Adult Services Manager
 - ii. Youth Services Coordinator
 - iii. Marketing & Outreach Coordinator
- d. Monthly Statistics

Denise li moved to approve the Consent Agenda as presented. Motion was seconded by Ruth Fish. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li & Nancy Sanders Nay:0 Motion carried unanimously

V. Old Business

- a. Fund Transfer to Reserves – In checking with auditors after the December discussion on moving \$250,000.00 from the general fund, it was the consensus to transfer said funds to the Special Reserve Commercial Class Savings Fund at FNB Omaha.

So moved by Jennifer Boring, and seconded by Nancy Sanders. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise Li, and Nancy Sanders Nay:0 Motion carried unanimously

- b. Princh Update – IT personnel will be completing the setup by Friday for the wireless printing software that affords residents the availability to print from home and their own personal devices on-site. Once operational, notice will be posted on the library's Facebook and website.
- c. PrCAT App Update – Barb reported she had no update to report and is still waiting to for the app setup from PrairieCat. She is hoping to launch by the end of January.

VI. New Business

- a. Director's Report – Highlight of Barb's report was the creation of a capital improvement plan to help manage finances on capital maintenance, upgrades and replacement. She also shared that personnel staff, Matt & Bailey, have been creating a new project that will hopefully increase circulation numbers and also create a browsing market via a virtual environment.
- b. Director Evaluation – Ruth Fish reported that Director evaluation forms have been emailed to trustees for input. She requested that they be returned to her by January 19th and anticipates a review by the end of the month.
- c. Committee Reports
 - i. Finance – No report; will re-evaluate the need for a mid-year review meeting in February. Jennifer Boring shared that because of COVID-19 and the subsequent closure, the library is currently underbudget for the current fiscal year.
 - ii. Personnel – Will be meeting January 15th with Policy Committee
 - iii. Policy – Will be meeting January 15th with Personnel Committee
 - iv. Building & Grounds – A&B waiting for better weather to move forward with maintenance repairs. Barb is hoping to have more information on proposed capital projects for review by the Committee
 - v. Fundraising – No report
- d. Local Health Department Letter: Barb explained that Governor Pritzker should provide an update this week on when the State will move to Phase 1B for COVID-19 vaccinations. The eligibility list includes frontline essential workers such as retail and educational staff, but not librarians. The ILA (Illinois Library Association) has prepared a template letter to be directed to the local health department requesting that library staff be included in Phase 1B vaccinations. Sandwich library will be participating in the mass mailing.

VII. Other Business

- a. Special Meeting of the Personnel & Police Committees will be held on Friday, January 15th, 2021 at 2 PM
- b. General Meeting of the Library Board will be Tuesday, February 9th, 2021 at 6:30 PM
- c. Finance Committee Meeting will re-evaluate need of meeting in February

- d. Building & Ground Committee Meeting will re-evaluate need of meeting in February

VIII. Executive Session: None

IX. Adjournment: Motion made by Jennifer Boring and seconded by Denise Curran to adjourn at 7:15 PM. Aye: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Denise li, & Nancy Sanders Nay:0 Motion carried unanimously

Denise li, Secretary