

Minutes of the General Meeting
of the Board of Trustees of the Sandwich Public Library District
Tuesday, February 9, 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 & Trustee Jennifer Boring

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

II. Addition / Amendments to Agenda: None

III. Public Comment: None

IV. Consent Agenda

- a. Treasurer's Report
- b. Minutes for the General Meeting of December 8, 2020 – *Removed from Consent Agenda*
- 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 excepting the minutes for December 8, 2020. Motion was seconded by Ruth Fish. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise Li, Jennifer Penn & Nancy Sanders Nay:0 Motion carried unanimously

Denise Curran moved to correct the date of the minutes to read January 12, 2021 and to approve as presented. Ruth Fish seconded. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise Li, Jennifer Penn & Nancy Sanders Nay:0 Motion carried unanimously

V. Old Business

- a. Princh Update – Installation went well. IT personnel will be installing the tablet next to the printer, and the library will be ready to market the wireless printing software that affords residents the availability to print from home.
- b. PrCat (Prairie Cat) App Update – Installation is just about complete and ready to test on phones for data base and contact information. The app provides library updates including managing holds and viewing checkouts. The library committed to a 5-year contract that is paid annually.
- c. Director Evaluation – *Deleted from the agenda*

VI. New Business

- a. Director's Report – Highlights noted were ILA (IL Library Association) webinar, voter registrar certification, attending Board committee meetings, worked on finalizing the Princh Wireless Printing setup, submission of Per Capital grant, and reviewing policy updates.
- b. IMRF Appointment of Authorization Agent Resolution – The Resolution designates Barb Posinger, as library director, as Authorized Agent for the administration of IMRF on behalf of the library. The position is historically held by the current library director.

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

- c. Extension of FMLA Leave Expansion & Emergency Paid Sick Leave – Director Barb Posinger explained that the current policy expired December 31, 2020. The Extension language is no different than previous policy except for the coverage dates.

Nancy Sanders moved to approve the “Extension of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19” effective from January 31, 2021 through June 30, 2021. Motion was seconded by Denise Curran. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn & Nancy Sanders Nay:0 Motion carried unanimously.

- d. Account Listing Report – A list of open financial accounts was distributed showing current balances. This information will be provided as part of the monthly trustee's packet.
- e. Employee Wages - A list of employees and current salaries FY 2020-2021 budget was provided for review. No action was required.
- f. Library Mailer – Jennifer Penn offered suggestions on the library mailer to better engage the community such as offering a free bookmark or entered in a raffle if the card is brought to the library. Too, she suggested utilizing more of the empty space on the mailer to promote the library and also cautioned the need for better proofreading. Director Barb Posinger will investigate promoting the card mailer further.
- g. Library Reopening - The library is planning to reopen to the public on Wednesday, February 17th. The schedule will be similar to that from last summer with limited hours, limitations on computer usage, sanitizing books after usage, and daily deep cleanings in the evening. Director Barb Posinger shared that she is attempting to have the library as a vaccine site as the State enters Phase 1B where people under age 65 but with health issues are eligible for the vaccine. Board was in full support.
- h. Committee Reports
 - i. Finance – No report
 - ii. Personnel – Will be meeting February 17th with Policy Committee

- iii. Policy – Will be meeting February 17th with Personnel Committee
- iv. Building & Grounds – Yingling Landscaping is no longer in business due to retirement. It was suggested that Barb create a list of landscaping requirements for bid letting
- v. Fundraising – Committee will meet on February 22nd via Zoom

VII. Other Business

- a. Meeting of the Building & Grounds Committee will be held on February 11th @ 2 PM
- b. Special Meeting of the Personnel & Policy Committees will be held on Wednesday, February 17th @ 1 PM
- c. Fundraising Committee will meet on Monday, February 22nd @ 3 PM
- d. General Meeting of the Library Board will be Tuesday, March 9th, 2021 @ 6:30 PM

VIII. Executive Session: None

IX. Adjournment: Motion made by Denise Curran and seconded by Nancy Sanders to adjourn at 7:36 PM. Aye: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Denise Li, Jennifer Penn & Nancy Sanders Nay:0 Motion carried unanimously

Denise Li, Secretary