

Minutes of the General Meeting

of the Board of Trustees of the Sandwich Public Library District

Tuesday, March 9, 2021 @ 6:30 PM

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

Present: Trustees Jennifer Boring, Denise Curran, Denise Li, Jennifer Penn,
Nancy Sanders & Jane Wolf; Library Director Barb Posinger

Absent: Ruth Fish

II. Addition / Amendments to Agenda: None

III. Public Comment: Shawn Ajaxi, Vice President of Progressive Business Solutions, explained a new program for electric supply. Rather than opt for a traditional program, he recommended a Community Solar Subscription with US Solar. The 20-year contract would renew every three years and would commence in October, 2021. There would be no penalty to the library to withdraw after three years. Rates are guaranteed to be 20% less than ComEd. The current contracted rate is \$0.06458 / KWh and the new contract rate with US Solar will be \$0.0585 / KWh. Regarding natural gas recommendation, Progressive recommends the Library re-sign with the current provided, Santanna Energy Service, for 34 months at a fixed rate of \$0.3251 / therms.

IV. Consent Agenda

- a. Treasurer's Report
- b. Library Account Listing
- c. Minutes for the General Meeting of February 9, 2021
- d. Department Reports:
 - i. Adult Services Manager
 - ii. Youth Services Coordinator
 - iii. Marketing & Outreach Coordinator
- e. Monthly Statistics

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

V. Old Business

- a. PrCat (Prairie Cat) App Update – Installation is complete, and program is user-friendly. Barb will be promoting to residents next week.
- b. Library Mailer – Staff will be restructuring the old layout to better utilize available space.
- c. Re-opening Update – The re-opening went smoothly and there were no issues with patrons. Staff is adjusting after being closed 4 months due to Covid-19.

VI. New Business

- a. Director's Report – Highlights included continued training and committee meetings, re-opening of the library, worked on the capital improvement plan, reviewed mid-year staff goals, hosted a virtual staff meeting, and updated the Personnel Policy.
- b. Electric Bids – Presentation by Shawn Ajazi of Progressive Energy was earlier in the meeting (under public comments). His recommendation is to contract with US Solar at \$0.0585/KWh. A bid packet was received from Direct Energy offering \$0.0637/KWh. The Board will vote on an electrical supplier at the **May** meeting.
- c. Hiring PSA – Barb reported that the hiring of a PSA was budgeted. After checking with current staff and lack of interest in the extra hours, she will proceed with advertising for the position.
- d. Water Heater & Server Room AC Unit – It was discovered that the AC in the server room was broken, and the hot water heater was leaking due to rust. Repairs have been completed.
- e. Trustee Workshop - Jane Wolf reported on upcoming Trustee workshops. The all-day virtual workshops will be held once a month for three months, and there are funds budgeted that will cover the registration. Additional information can be found the ILA (Illinois Library Association) website.
- f. Committee Reports
 - i. Finance – Meeting is scheduled for Thursday, March 18th @ 3 PM to discuss FY2122 Budget and refinancing options.
 - ii. Personnel – Personnel Policy is complete and more descriptive. **Motion made by Nancy Sanders and seconded by Jennifer Boring approving the new Personnel Policy as presented. Aye: Trustees Jennifer Boring, Denise Curran, Denise Li, Jennifer Penn and Nancy Sanders Nay:0 Motion carried unanimously**
 - iii. Policy – Was covered under Personnel
 - iv. Building & Grounds – Nancy Sanders reported that the Committee evaluated the landscaping proposals and recommended the contract be awarded to Aztech for \$9,145.00. **So moved by Jennifer Boring and seconded by Denise Curran. Aye: Trustees Jennifer Boring, Denise Curran, Denise ii, Jennifer Penn and Nancy Sanders Nay:0 Motion carried**
 - v. Fundraising – Jennifer Penn reported that the Fundraising Committee had met on February 22nd and explored what direction the Committee would proceed in a pandemic environment. Barb will speak with staff for projects that will require additional funding.

VII. Other Business - The next General Meeting of the Library Board will be Tuesday, April 13th, 2021 @ 6:30 PM.

VIII. Executive Session: Jane Wolf made a motion to enter into Executive Session at 7:34 PM under 5 ILCS 120/2(c)(1) “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Director Barb Posinger was invited to attend. Motion was seconded by Jennifer Penn. Aye: Trustees Jennifer Boring, Denise Curran, Denise li, Jennifer Penn & Nancy Sanders Nay:0 Motion carried unanimously

Denise Curran moved to return to regular session at 8:27 PM. Jennifer Penn seconded. Motion carried unanimously on voice vote.

Motion was made by Jennifer Penn authorizing a \$1,000 bonus to Barb Posinger for services during the COVID pandemic as part of her director’s evaluation. Motion was seconded by Denise Curran. Aye: Trustees Jennifer Boring, Denise Curran & Jennifer Penn Nay: Trustees Denise li & Nancy Sanders Motion carried 3:2

IX. Adjournment: Motion made by Denise Curran and seconded by Jennifer Boring to adjourn at 8:33 PM. Aye: Trustees Jennifer Boring, Denise Curran, Denise li, Jennifer Penn & Nancy Sanders Nay:0 Motion carried unanimously

Denise li, Secretary