



Sandwich Public Library District
General Meeting of the Board of Trustees
Tuesday, February 14th, 2023 at 6:30pm

MINUTES

Library Mission: The mission of the Sandwich Library District is to engage the community by stimulating curiosity and enhancing knowledge.

Library Vision: To be the hub for a highly engaged community where all residents participate fully in civic life and satisfy their needs for personal growth and knowledge.

- I. Call to Order/Roll Call
 - a. The meeting was called to order at 6:30 PM by President Jane Wolf.
 - b. Present: Trustees Nancy Sanders, Julie Koesler, Emily Assell, Jane Wolf, and Library Director Barb Posinger

- II. Board Member Induction
 - a. Motion to induct Heather Lee for Board Member made by Emily Assell. Seconded by Nancy Sanders. Aye Votes: Nancy Sanders, Julie Koesler, Emily Assell, and Jane Wolf. Heather Lee is inducted as Board Member.
 - b. Heather Lee sworn in as board member.

- III. Additions/Deletions/Changes to Agenda
 - a. none

- IV. Public Comment
 - a. none

- V. Consent Agenda [**Action**]
 - a. Treasurer's Report
 - b. Library Account Listing
 - c. Approval of Minutes: General Meeting of the Library Board of Trustees, Jan. 10th, 2023
 - d. Department Reports: January, 2023
 - i. Adult Services Coord.
 - ii. Youth Services Manager
 - iii. Marketing & Outreach Coord.
 - e. Statistics: January 2023

Motion made by Nancy Sanders and seconded by Emily Assell to approve the Consent Agenda. Aye: Julie Koesler, Nancy Sanders, Emily Assell, and Jane Wolf. Nay: None.

All Items on the agenda are potential action items.

Abstention: Heather Lee. Motion carried.

- VI. Old Business
 - a. Auditor
 - i. Barb continues to search for a new auditor for the 2023 yearly audit
 - b. Microfilm Digitization Update
 - i. Temporary Checkout
 - 1. Somonauk library has agreed to a “sharing” program that allows our library patrons to view our microfilm at their library
 - ii. Using money from Savings
 - 1. Due to the current Budget & Appropriations Ordinance, we cannot pull out money from Savings to purchase a new machine
 - 2. It can be added to the new B&A being created for FY2324
 - 3. A discussion was also held around fundraising to cover the cost
 - 4. No decision reached. A decision needs to be made by May if it is to be added to the budget for FY2324
 - c. Vega Discover Catalog
 - i. Feedback from the board is that it is easier to use than the current system
 - ii. The system is still going through the troubleshooting process
 - iii. The library will send out a soft Social Media push to get public feedback
 - d. AED Update
 - i. The company has a back log of orders d/t supply chain issues
 - ii. Still researching a community member to highlight in memorium
 - e. Vending Machine
 - i. The current owner has been notified that we no longer want to continue services with them d/t 6 months without the repairs that were requested
 - ii. Option was given to remove the machines or sell them to the library
 - iii. A response from the owner has not yet been received
 - f. In-service
 - i. Scheduled for Mon, March 27th
 - ii. In-services to be held in the morning with team building activity in the afternoon
 - g. Walgreens Assessment Appeal Update
 - i. Notice of Final Decision was received
 - ii. Discussion was held regarding payment to cover the cost.

Motion made by Emily Assell and seconded by Nancy Sanders to to pay \$133.86 Aye: Julie Koesler, Nancy Sanders, Heather Lee, Emily Assell, Jane Wolf. Nay: None. Abstention: None. Motion carried.

- VII. Director's Report
 - a. Penguin House Grant
 - i. Grant was received
 - ii. Will use \$1000 to install software for screen reader and large print keyboard

All Items on the agenda are potential action items.

- b. Dewey Decimal Classification Course
 - i. **Barb attended and was certified**
- c. Annual Certification & ILLINET
 - i. **Completed**
- d. ESL/SSL Community Conversation
 - i. **Attendees were very involved and invested in the program. Much feedback was given**
 - ii. **Conversation to continue. Barb to update the board on the progress.**

VIII. New Business

- a. Early Voting Schedule
 - i. **Coverage requested for open times. Coverage was provided for all openings.**
- b. ScanEZ Quote **{action}**
 - i. **\$6105 requested to cover shipping, installation, education, and the machine itself.**

Motion made by Julie Koesler and seconded by Emily Assell to approve the cost. Aye: Julie Koesler, Nancy Sanders, Heather Lee, Emily Assell, Jane Wolf. Nay: None. Abstention: None. Motion carried.

- c. Copier Lease
 - i. **Current lease up in August**
 - ii. **Currently paying for package that covers 15,000 copies per month, but only using approximately 3800**
 - iii. **Exact quotes from another company to be received next month. Currently projecting to save approximately \$500 per month**
- d. Paid Leave for All Workers Bill
 - i. **Required to implement by January 2024**
 - ii. **We are already meeting this new requirement.**
 - iii. **Policy Committee to hold a joint meeting with the Personnel Committee to update policy wording to match and meet requirements**
- e. Decennial Committee State Requirement
 - i. **More info to come. See included document**
- f. Library Road Trip
 - i. **Sandwich participating with 18 libraries in all involved**
 - ii. **Will be held March 25 – April 30 2023**

IX. Committee Reports

- a. Building & Grounds
 - i. **none**
- b. Finance
 - i. **Schedule meeting to discuss maturities**
- c. Fundraising
 - i. **none**

All Items on the agenda are potential action items.

- d. Personnel
 - i. Changes to the Director Evaluation will be presented at next month's General Meeting.
- e. Policy
 - i. Schedule meeting to discuss long overdues section in Collection Development Policy

X. Upcoming Meetings

- a. General Meeting of the Library Board of Trustees: Tuesday, March 14th, 2023 at 6:30pm

XI. Adjournment

Motion made by Emily Assell and seconded by Julie Koesler to adjourn at 8:05 PM. Motion carried by voice vote.