

Sandwich Public Library District
Minutes of the General Meeting
Tuesday, March 14, 2023 at 6:30pm

- I. Call to order/roll call
 - a. Meeting called to order by President Jane Wolf at 6:30pm. Present were Nancy Sanders, Julie Koesler, Heather Lee, Jen Penn. Absent were Megan Rodriguez and Emily Assell. Also present was director Barb Posinger.

- II. Additions/Deletions/Changes to Agenda
 - a. Minutes were removed from consent agenda for corrections.

- III. Public Comment
 - a. Scott Harrod commented about "special reserves" and another accounting clarification. Duly noted.

- IV. Consent Agenda [minutes removed]
 - a. Motion to accept consent agenda was made by Jen Penn, seconded by Julie Koesler. Voice vote, all aye, hearing no nays, agenda accepted.

- V. Minutes
 - a. Corrections included: updating the spelling of Jane Wolf's name. Jen Penn was not present.

With these changes noted, motion to accept minutes was made by Jen Penn, seconded by Julie Koesler. Voice vote, all aye, hearing no nays, updated minutes accepted.

- VI. Old Business
 - a. Auditor-Barb is looking for new auditor
 - b. Vending machine-the original vendor declined to continue so library has agreed to purchase machine and be responsible for its upkeep and service.
 - c. Penguin House Grant - has been received and funds will be used to update low vision capability
 - d. In-service update - programs arranged for the morning while a team building activity is arranged for the afternoon
 - e. Early voting all in place. Will be in social room with board members stepping in to cover hours when library is not regularly open.
 - f. Decennial Committee as state requirement- Director received more information on guidelines for this committee. More information in May meeting.

- VII. Director's Report:
 - a. Library Road trip planned by member libraries. Specifics available on library web site. Prizes responsibility of each local library.
 - b. Oddities Book Club - Barb has organized a new book club that will meet quarterly. Specific titles not mentioned yet but the horror, science fiction and fantasy genres will be explored in this club.
 - c. Podcast Season 2 - Well received Season 1, so Season 2 will start with interview of Bob Dell, long time resident of Sandwich.
 - d. SACC Business Expo - Library is hosting a gathering of local business to help acquaint citizens with services available.
 - e. Building Update- There is some difficulty getting Everest to come and service their equipment causing difficulty with the temperatures of the building but finally 7 out of 9 sensors have been updated.

f. IMRF Audit- With the guidance of Newkirk, the audit was carried out successfully.

VIII. New Business:

a. Review of copiers and contracts

- i. Imagetec partnership has been rather one-sided with Imagetec making considerable profit.
- ii. Konica Minolta has offered a considerably more reasonable contract
After discussion motion made by Jen Penn to complete contract with Imagetec and proceed with Konica Minolta. Seconded by Julie Koesler. Roll call: All aye, no nay.

b. Carpet cleaning quotes:

- i. Reviewed bids from:
 1. Pinpoint
 - a. Carpet cleaning - \$1,895
 - b. Windows
 - i. Exterior Only - \$595
 - ii. Interior & Exterior (Excluding 2nd Story Interior Windows & Additional Glass) - \$895
 - iii. Interior Glass Additional (All Non Window Glass) \$150
 - iv. 2nd Story interior windows additional - \$275.00
 2. Guy in a Truck – Carpet cleaning - \$2,800.60
 3. Stanley Steamer – Carpet cleaning - \$2,216.00
 4. Sterling – Carpet cleaning - \$2,350.96

Motion made by Jen Penn to accept bid by Pinpoint. Motion seconded by Julie Koesler. Roll call vote, all aye, hearing no nay, motion accepted.

c. Review of Aztech landscaping bid for 2023

- i. Aztec presented a bid for \$10,657.50 for 2023 landscaping maintenance. As they have done well for us for the past few years, board voted on their bid.
Jen Penn moved to accept their bid. Julie Koesler seconded. Roll call, all aye, hearing no nay, motion passed.

d. Review and vote on proposed updated Director's Evaluation template

- i. Personnel committee used templates from past, adjusting as needed to make a more relevant tool for director evaluation. After examination, motion made to approve revised form by Jen Penn. Motion seconded by Julie Koesler. Vote, all aye, no nay, evaluation accepted.

IX. Committee Reports:

- a. Building & grounds, still hunting for someone to do masonry repair.
 - i. Finance - updates on CD's outstanding
 - ii. Fundraising – none
 - iii. Personnel - director evaluation
 - iv. Policy – none

X. Upcoming meetings:

- a. General meeting of the Library Board of Trustees: Tuesday, April 11, 2023 at 6:30pm

XI. Adjournment

- a. Motion to adjourn made by Heather Lee at 8:13 pm. Motion seconded by Jen Penn. Voice vote, all in favor. Meeting adjourned.