



Sandwich Public Library District
General Meeting of the Board of Trustees
Tuesday, May 9th, 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. Call to order at 6:30 by President Jane Wolf.
 - b. In attendance: Julie Koesler, Heather Lee, Jen Penn, Emily Assell, Nancy Sanders, Jane Wolf, and Library Director Barb Posinger.

- II. Additions/Deletions/Changes to Agenda
 - a. Move XI c (FY2023-2024 Working Budget – Draft Presentation) to XII b to be included in the Finance Committee Report.

- III. Election Results & Swear-ins of new Board Members
 - a. Julie Koesler, Heather Lee, Jen Penn, Emily Assell, Nancy Sanders sworn in as Library Board Trustees

- IV. Executive Session:
 - a. ***In open meeting, motion made by Trustee Jen Penn seconded by Trustee Nancy Sanders to enter into executive session pursuant to 5ILCS 120 of the Open Meetings Act for the consideration of Section(3): The selection of a person to fill a public office, as defined in the Act, including a vacancy in public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. Ayes: Julie Koesler, Heather Lee, Jen Penn, Emily Assell, Nancy Sanders, and Jane Wolf. Nays: None. Executive Session started at 6:37 pm.***
 - b. Trustees present and participating: Julie Koesler, Heather Lee, Jen Penn, Emily Assell, Nancy Sanders, Jane Wolf.
 - c. Brief summary: discussed Library Trustee candidate Stacey Wendt.

All Items on the agenda are potential action items.

- d. **Motion made by Trustee Jen Penn seconded by Trustee Nancy Sanders to adjourn the executive session and return to open session. Ayes: Julie Koesler, Heather Lee, Jen Penn, Emily Assell, Nancy Sanders, and Jane Wolf. Nays: none. Executive session adjourned at 6:41pm.**

V. **ACTION:** Vote on Board Application for Appointment

Motion to induct Stacey Wendt for Board Member made by Jen Penn. Seconded by Julie Koesler. Aye Votes: Julie Koesler, Heather Lee, Jen Penn, Emily Assell, Nancy Sanders, and Jane Wolf. Stacy Wendt is elected as Board Member.

- VI. Board Member Appointment
 - a. Stacy Wendt sworn in as board member.

- VII. Public Comment
 - a. none

- VIII. **ACTION:** Approve Consent Agenda
 - a. Treasurer's Report
 - b. Library Account Listing
 - c. Minutes
 - i. General Meeting of the Library Board of Trustees, Apr. 11th, 2023
 - d. Department Reports: Apr. 2023
 - i. Adult Services
 - ii. Youth Services
 - iii. Marketing & Outreach
 - e. Statistics: Apr. 2023
 - f. Comment: glad to see Bailey able to make in-person visits at schools again

Motion made by Jen Penn and seconded by Emily Assell to approve the Consent Agenda. Aye: Julie Koesler, Heather Lee, Jen Penn, Stacy Wendt, Emily Assell, Nancy Sanders, and Jane Wolf. Nay: None. Motion carried. Consent agenda approved.

- IX. Old Business
 - a. **ACTION:** Approve Konica Minolta Copier Lease Proposal
 - i. Discussed options (see attached in agenda packet)

Motion made by Jen Penn and seconded by Nancy Sanders. to choose option 2: \$314/per month. Aye: Julie Koesler, Heather Lee, Jen Penn, Stacy Wendt, Emily Assell, Nancy Sanders, and Jane Wolf. Nay: None. Motion carried.

- b. Website update
 - i. Projected to be finished this week
 - ii. Discussed roll out plan.
 - 1. 2 week staff training
 - 2. General notification of community
- c. Decennial Committee Establishment

All Items on the agenda are potential action items.

- i. First/formation meeting scheduled for Tues, June 6 at 6:30
 - ii. Jane to reach out to community members/former trustees for participants
 - d. Summer Reading Blast-off
 - i. Webpage up
 - ii. "Expand Your Universe" theme
 - iii. Kick Off/Blast Off: June 3rd 11-1pm. Requested board assistance; email follow up.
 - iv. Shout Out to Matt and Jessica for reaching out to community businesses.

X. Director's Report

- a. Library Road Trip
 - i. Completed. 538 new visitors/participants for this program.
- b. ScanEZ
 - i. Planning installation in the next 1-2 months.
- c. Rob-See-Co Grant
 - i. Applied to offset cost of server replacement
- d. eRead
 - i. Approved all libraries in cortium will now have

XI. New Business

- a. **ACTION:** Approve Fiber optic Dataline Contract Renewal
 - i. Discussed. See attached in agenda packet.

Motion made by Jen Penn and seconded by Nancy Sanders to approve 5 year contract with Fiberoptic Dataline for \$1599. Ayes: Julie Koesler, Heather Lee, Jen Penn, Stacy Wendt, Emily Assell, Nancy Sanders, and Jane Wolf. Nay: None. Motion carried.

- b. **ACTION:** Approve DeKalb Mechanical Contract Renewal
 - i. Discussed. No price increase. See attached in Agenda packet.
 - ii. Motion to approve Contract Renewal \$2850 move: Jen. 2nd Julie. Roll Call: ayes. Motion approved.

Motion made by Jen Penn and seconded by Julie Koesler to approve Contract Renewal at \$2850. Aye: Julie Koesler, Heather Lee, Jen Penn, Stacy Wendt, Emily Assell, Nancy Sanders, and Jane Wolf. Nay: None. Motion carried.

- c. FY2023-2024 Working Budget – Draft Presentation (moved)
- d. Board Committees: review committees in order to sign up for at June meeting
 - i. Everyone to serve on at least 2 committees
- e. Dead Tree / Bush
 - i. Schedule Building & Grounds committee meeting
- f. Audit of Board Minutes & 6-month Review of Executive Session Minutes
 - i. Audit of Board Minutes or annual IPLAR report (July/August). Looking for 2 board members; let Barb know.
 - ii. Review of Executive Session Minutes scheduled for June
- g. Carpet Cleaning

All Items on the agenda are potential action items.

- i. Pinpoint does not work on Sundays. Will require 5-7 cleaning hours of library closure.
 - ii. Will schedule to close early on a Saturday after Summer Reading. Barb to send out notification with exact date.
- h. Water Softener Hardware
 - i. Ecowater came and recommended to replace with a new water softener.
 - ii. Barb and Mike to send out request for bids

XII. Committee Reports

- a. Building & Grounds
 - i. To schedule a meeting regarding dead bush/tree.
- b. Finance
 - i. Preliminary budget reviewed
- c. Fundraising
 - i. none
- d. Personnel
 - i. To be discussed during Executive Session
- e. Policy
 - i. none

XIII. Upcoming

- a. General Meeting of the Library Board of Trustees: Tuesday, June 9th, 2023 at 6:30pm
 - i. Board Officer Nominations: to be held in June
 - 1. Recommendations to be made by Board President
 - ii. Approve FY2023-2024 Working Budget
 - iii. Approve FY2023-2024 Board Meeting Schedule
 - iv. Approve FY2023-2024 Library Closing Dates
 - v. Establish FY2023-2024 Board Committees
 - vi. Review Tentative FY 2023-2024 B&A Ordinance
- b. Add June 6th at 6:30 for Decennial Committee Establishment Meeting

XIV. Executive Session

- a. ***In open meeting, motion made by Trustee Jen Penn seconded by Trustee Nancy Sanders to enter into executive session pursuant to 5ILCS 120 of the Open Meetings Act for the consideration Section(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. Ayes: Julie Koesler, Heather Lee, Jen Penn, Stacy Wendt, Emily Assell, Nancy Sanders, and Jane Wolf. Nays: None. Executive Session started at 8:07 pm.***
- b. Trustees present and participating: Julie Koesler, Heather Lee, Jen Penn, Emily Assell, Nancy Sanders, Jane Wolf.

All Items on the agenda are potential action items.

- c. Brief summary: reviewed and discussed Director Barb Posinger's review and recommendations of personnel committee
- d. **Motion made by Trustee Stacy Wendt seconded by Trustee Julie Koesler to adjourn the executive session and return to open session. Ayes: Julie Koesler, Heather Lee, Jen Penn, Stacy Wendt, Emily Assell, Nancy Sanders, and Jane Wolf. Nays: none. Executive session adjourned at 8:35pm.**

XV. ACTION: Director Compensation for FY 2023-2024

- a. **Motion made by Jen Penn and seconded by Stacey Wendt to approve Director Barb Posinger's Compensation for FY 2023-2024 of**
 - i. **4% increase to salary resulting in \$61899.00 yearly salary.**
 - ii. **\$3000 yearly insurance stipend (no change).**
 - iii. **96 sick hours (no change).**
 - iv. **160 vacation hours (reflects additional 40 hours/1 week of vacation awarded).**
 - v. **District portion of IMRF contribution (no change).**
- b. **Ayes: Julie Koesler, Heather Lee, Jen Penn, Stacy Wendt, Emily Assell, Nancy Sanders, and Jane Wolf. Nays: none. Motion approved.**

XVI. Adjournment

Motion made by Julie Koesler and seconded by Jen Penn to adjourn at 8:37 PM. Motion carried by unanimous voice vote.