



Sandwich Public Library District
General Meeting of the Board of Trustees
Tuesday, April 11th, 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. Called to order at 6:30 by Nancy Sanders.
 - b. Present were Jen Penn, Julie Koesler, Heather Lee, Emily Assell, and Nancy Sanders, and Library Director Barb Posinger.

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

- III. Public Comment
 - a. none

- IV. Consent Agenda [**Action**]
 - a. Treasurer's Report
 - b. Library Account Listing
 - c. Approval of Minutes: General Meeting of the Library Board of Trustees, Mar. 14th, 2023
 - d. Department Reports: Mar. 2023
 - i. Adult Services Coord.
 - ii. Youth Services Manager
 - iii. Marketing & Outreach Coord.
 - e. Statistics: Mar. 2023

Motion made by Jen Penn and seconded by Julie Koesler to approve the Consent agenda with minutes removed. Aye: Jen Penn, Julie Koesler, Heather Lee, Emily Assell, and Nancy Sanders. Nay: none. Motion approved.

Motion made by Jen Penn and seconded by Emily Assell to approve the minutes as amended. Ayes: Jen Penn, Julie Koesler, Heather Lee, Emily Assell, and Nancy Sanders. Naye: none. Motion approved.

- V. Old Business
 - a. Auditor Bids [**ACTION**]
 - i. Lauterback & Amen
 - ii. Macchietto Roth & Company

All Items on the agenda are potential action items.

- iii. Mack & Associates
- iv. Hopkins & Associates
- b. Discussion and review of quotes.
- c. H&A recommended by our accountant. They will provide only 1 bound copy of audit and present via Zoom. They will provide all the required forms and paperwork. Yearly contract.

Motion made by Jen Penn and seconded by Julie Koesler to contract with Hopkins and Associates 1 year. Aye: Jen Penn, Julie Koesler, Heather Lee, Emily Assell, and Nancy Sanders. Naye: none. Motion approved.

- d. Vending Machine – *Update*
 - i. Mike from maintenance and Barb Posinger have added this to their responsibilities.
 - ii. Suggestion made to add gluten free options.
- e. Copier - *Update*
 - i. *Letter of intent to end contract sent to current leasing company. Imagetech. Lease ends in August.*
 - ii. *Still looking at options for new company. More info coming next month.*
 - iii. *Scan Easy station installation in process.*
- f. AED Machine – *Update*
 - i. Machines back in stock. In process of scheduling installation.
 - ii. Prior employee Dale being honored with plaque.
- g. Director Evaluation – *Reminder*
 - i. Return to Jen Penn by next Wednesday, the 19th.
- h. Decennial Committee State Requirement – *Reminder & Memo*
 - i. See attached
 - ii. In process of searching for community members to participate
- i. Obtained levy; budget being built.

VI. Director's Report

- a. Library Road Trip
 - i. Increased numbers of library traffic and increased social media presence.
- b. Library of Things
 - i. Barb, Matt and Jessica participating in this project.
 - ii. Phased plan started. Phase 1 completed.
- c. Accessibility Computer – *Review*
 - i. Installed and operating.
- d. SACC Business Expo – *Review*
 - i. Approximately 40 in attendance. Built community relationships with business owners.
 - ii. Proposed to hold 2X per year.
- e. In-service – *Review*
 - i. Staff voiced that information given was helpful.
 - ii. Feedback was to make the learning more interactive next year.
 - iii. Team building while bowling was successful.
- f. Early Voting – *Review*
 - i. Successful
 - ii. Reviewed electioneering rules with board members running for office.

All Items on the agenda are potential action items.

VII. New Business

a. IMRF Audit Review

i. Review

ii. Resolutions

1. **[RES 23-01]** IMRF Form 6.72 - Suggested resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings -

[ACTION]

Motion made by Jen Penn and seconded by Julie Koesler to pass the resolution. Aye: Jen Penn, Julie Koesler, Heather Lee, Emily Assell, and Nancy Sanders. Naye: none. Motion approved.

2. **[RES 23-02]** IMRF Form 6.75 - Suggested Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings - **[ACTION]**

Motion made by Jen Penn and seconded by Julie Koesler to pass the resolution. Aye: Jen Penn, Julie Koesler, Heather Lee, Emily Assell, and Nancy Sanders. Naye: none. Motion approved.

b. Solar Electricity Cost Analysis

i. See attached

c. CD Maturity

- i. FNBO account coming to maturity in May. Barb to follow up with bank to verify account will be enrolled with new interest rate. Will roll over for another 12 months.

d. Everest Rates **[ACTION]**

- i. The Library Director Barb Posinger was directed by the board not to sign agreement

e. Website

- i. In process of updating software

f. NIFB Summer Lunch Program

- i. Offering again this year

g. Tech donations

- i. Barb to contact PCs for People for donating unused computers

h. Board Appointment

- i. If another board member not appointed, 90 days from May meeting IL will appoint one for us

i. Summer Reading

- i. Starts the 1st Saturday in June

j. National Library Week: April 23-29, 2023

- i. Preparations and plans underway by library staff

VIII. Committee Reports

a. Building & Grounds: none

b. Finance: none

c. Fundraising: none

d. Personnel: meeting scheduled for May 2nd

e. Policy: none

IX. Upcoming Meetings

- a. General Meeting of the Library Board of Trustees: Tuesday, May 9th, 2023 at 6:30pm

All Items on the agenda are potential action items.

X. Adjournment

Motion made by Jen Penn and seconded by Julie Koesler to adjourn at 8:15. Aye: unanimous. Motion approved.

All Items on the agenda are potential action items.