



Sandwich Public Library District
General Meeting of the Board of Trustees
Tuesday, June 13th, 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 Jane Wolf.
 - b. In attendance: Emily Assell, Heather Lee, Julie Koesler, Stacy Wendt, Nancy Sanders, Jen Penn, and Jane Wolf.

- II. Additions/Deletions/Changes to Agenda
 - a. VII I (Executive Session Minutes Review): tabled until July meeting

- III. Public Comment
 - a. none

- IV. **ACTION:** Approve Consent Agenda
 - a. Treasurer's Report
 - b. Library Account Listing
 - c. Minutes
 - i. General Meeting of the Library Board of Trustees, May 9th, 2023
 - d. Department Reports: May 2023
 - i. Adult Services
 - ii. Youth Services
 - iii. Marketing & Outreach
 - e. Statistics: May 2023

ACTION: with the change of the word Agenda to Minutes. Motion by Jen to approve the Consent Agenda with the change of the word "Agenda" to "Minutes" on the 4/11/23 minutes. Stacy Wendt seconds. Ayes: Emily Assell, Heather Lee, Julie Koesler, Stacy Wendt, Nancy, Jen Penn, and Jane Wolf. Motion passed.

- V. Old Business
 - a. none

- VI. Director's Report

All Items on the agenda are potential action items.

- a. Building Updates (details in report)
- b. ScanEZ Installed
- c. Summer reading has launched!
 - i. 187 Signups on Blastoff day – many more since
- d. NIFB Summer Lunches – Starts 6/12/23
- e. New website is live

VII. New Business

- a. **ACTION:** Approve [ORD 23-01] - FY2023-2024 Meeting Date Ordinance
 - i. **Emily Assell moved to approve; seconded by Jen Penn. All in favor: unanimous. [ORD 23-01] - FY2023-2024 Meeting Date Ordinance approved.**
- b. **ACTION:** Approve [RES 23-03] - FY2023-2024 Calendar of Closings
 - i. Remove PUG Day from Calendar of Closings.
 - 1. Vote at July meeting regarding PUG Day.
 - ii. **Jen Penn moved to approve with changes; seconded by Nancy Sanders. All in favor: unanimous. [RES 23-03] - FY2023-2024 Calendar of Closings approved with changes.**
- c. **ACTION:** Approve FY2023-2024 Working Budget
 - i. **Jen Penn moved to approve; seconded by Julie Koesler. Ayes: Emily Assell, Heather Lee, Julie Koesler, Stacy Wendt, Nancy, Jen Penn, and Jane Wolf. FY2023-2024 Working Budget approved.**
- d. Review: [ORD 23-02] – Tentative FY2023-2024 Budget & Appropriations DRAFT
 - i. Discussed
 - ii. Will hear from public and then vote at August meeting
- e. **ACTION:** Establish Board Officers
 - i. President: Emily Assell
 - ii. Vice President: Jane Wolf
 - iii. Treasurer: Jen Penn
 - iv. Secretary: Julie Koesler
 - v. Officers to begin new roles at July meeting.
 - vi. **Stacy Wendt moved to approve the above Board Officers; Jen Penn Seconded. Ayes: unanimous. Motion passed; Board Officers established.**
- f. Establish FY2023-2024 Board Committees
 - i. Finance: Chair: Jen Penn, Julie Koesler
 - ii. Personnel: Chair: Jane Wolf, Julie Koesler (Jen Penn attending as desired)
 - iii. Building and Grounds: Chair: Nancy Sanders, Stacy Wendt
 - iv. Policies: Chair: Stacy Wendt, Heather Lee
 - v. Strategic Planning: Chair: Jane Wolf, Jen Penn (Heather Lee attending as desired)
- g. FOIA/OMA Trainings
 - i. Board to complete within 90 days of election

All Items on the agenda are potential action items.

- ii. Email completed training to Barb Posinger
- h. Designate FOIA & OMA Officer
 - i. Emily Assell designated
- i. 6-month Review of Executive Session Minutes
 - i. Tabled until July meeting
- j. **ACTION:** Approve First Amendment Audit Response Policy
 - i. Reviewed and will discuss further at July Meeting
 - ii. Policy committee to meet and review before July meeting
- k. Fundraising Committee Review
 - i. **Emily Assell moved to amend Bylaws by removing 4.05 Fundraising Committee out of Article 4 of the Bylaws; seconded by Nancy Sanders. Ayes: Emily Assell, Heather Lee, Julie Koesler, Stacy Wendt, Nancy, Jen Penn, and Jane Wolf. Motion approved.**

VIII. Committee Reports

- a. Building & Grounds
 - i. Following up on tree quotes
- b. Finance
 - i. See Budget discussions above
- c. Personnel
 - i. Discussed Director feedback from review
 - 1. She found the new format very helpful
 - 2. Barb to write goals and to discuss them quarterly
- d. Policy
 - i. See above
- e. Strategic Plan
 - i. none

IX. Upcoming

- a. General Meeting of the Library Board of Trustees: Tuesday, July 11th, 2023 at 6:30pm

X. Adjournment

- a. Jen Penn moved; Julie Koesler. Aye: unanimous. Meeting adjourned at 7:48 pm.