



Sandwich Public Library District
General Meeting of the Board of Trustees
Tuesday, July 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
Call to order at 6:30 by President Emily Assell
In attendance: Jane Wolf, Julie Koesler, Jen Penn, Stacy Wendt, Nancy Sanders, Heather Lee, Emily Assell
Absent: Barb Posinger, Director
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. **ACTION:** Approve Consent Agenda:
 - a. Treasurer's Report
 - b. Library Account Listing
 - c. Minutes
 - i. General Meeting of the Library Board of Trustees, June 13th, 2023
 - d. Department Reports: June 2023
 - i. Adult Services
 - ii. Youth Services
 - iii. Marketing & Outreach
 - e. Statistics: June 2023**Motion to accept consent agenda made by Jen Penn; seconded by Jane Wolf. Roll call vote, passed unanimously**
- V. Old Business
 - a. FOIA/OMA Training reminder
 - b. Establish FOIA officer:
Motion on floor to approve Stacy Wendt as FOIA officer; however, motion was rescinded due to confusion on her appointment. Item tabled until August meeting.
 - c. Secretary Audit for IPLAR
 - i. Audit all minutes from FY2223 to make sure they are published on website. If not there, contact me to make sure we have drafts that may not have been
All Items on the agenda are potential action items.

approved yet – i.e. Committee minutes. Volunteering are **Jane Wolf and Jen Penn.**

d. First Amendment Audit Policy – **on-hold for August**

VI. Director's Report

VII. New Business

a. **ACTION:** Approval of FY 2023-2024 Nonresident Fee Policy:

Motion to approve FY 2023-2024 Nonresident Fee Policy made by Stacy Wendt; seconded by Jen Penn. Voice Vote, passed unanimously

b. Handicap Door Control Broken

i. Will discuss repair quote from Atlas Door Repair in B&G Committee meeting and present in August

c. ILA & RAILS Memberships

i. Who is currently and ILA/RAILS member? Library pays for Board memberships to ILA and memberships to RAILS are free to participating institutions. If interested, please email Barb for registration.

VIII. Committee Reports

a. Building & Grounds

b. Finance

c. Personnel

d. Policy

e. Strategic Plan

IX. Upcoming

a. Policy Committee Meeting: Wednesday, July 12th at 4:30pm

b. FY 2023-2024 Budget & Appropriations Public Hearing: Tuesday, August 8th, 2023 at 6:15pm

c. General Meeting of the Library Board of Trustees: Tuesday, August 8th, 2023 at 6:30pm

i. Approval of B&A

X. Executive Session:

(5 ILCS 120/2) Open Meetings Act Section (c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Motion to enter into Executive Session at 6:51 made by Jen Penn; seconded by Julie Koesler; Voice Vote, passed unanimously

Motion to exit Executive Session at 7:30pm made by Nancy Sanders; seconded by Jen Penn; Voice Vote passed unanimously

Results of Executive Session:

Board approved minutes as corrected from previous Executive Sessions dates:

8/9/2022

10/11/2022

5/2/2023

5/9/2023

All Items on the agenda are potential action items.

5/9/2023

5/18/2023

Board voted to not release Executive Session minutes to the public.

XI. Adjournment

Motion to adjourn meeting at 7:34 made by Stacy Wendt; seconded by Jen Penn.

DRAFT