



Sandwich Public Library District
General Meeting of the Board of Trustees
Tuesday, August 8th, 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, Nancy Sanders, Heather Lee, Emily Assell and Barb Posinger, Director

Abent: Stacy Wendt

II. Additions/Deletions/Changes to Agenda

III. Public Comment

Request for clarifications for line items in the budget, Robert Rules of Order and location posting of agenda prior to meeting

IV. Robert's Rules of Order for Smaller Boards

V. **ACTION:** Approve Consent Agenda

a. Treasurer's Report

b. Library Account Listing

c. Minutes Approval

i. General Meeting of the Library Board of Trustees: July 11th, 2023

d. Department Reports: July 2023

i. Adult Services

ii. Youth Services

iii. Marketing & Outreach

e. Statistics: July 2023

Motion to accept the Consent Agenda made by Jane Wolf. Roll call vote, passed unanimously

All Items on the agenda are potential action items.

VI. Old Business

- a. FOIA/OMA Training: **Emily Assell is the FOIA/OMA officer**

VII. Director's Report

VIII. New Business

- a. Request Library Closure Date - PUG (Prairecat User's Group) Day: Friday, September 29, 2023.
All staff training.

Motion to close the library for PUG day made by Jen Penn, Voice Vote: Passed unanimously

IX. Committee Reports

a. Building & Grounds

- i. **ACTION:** Approve Stephens Quote to remove dead tree
Motion to approve Stephens quote by Nancy Sanders; Roll call vote, passed unanimously

ii. Broken Handicap Door Control

1. Atlas Quote: **More information will be gathered before making a final decision**

b. Finance

- c. Personnel: **Held a meeting on July 31, 2023**

d. Policy

- i. **ACTION:** Approve Notary Policy

Motion to approve Notary Policy made by Jen Penn, voice vote: passed unanimously

- ii. **ACTION:** Approve Patron Conduct Policy Amendment

Motion to approve Patron Conduct Policy Amendment, with changes as discussed, made by Jen Penn; voice vote: passed unanimously

- iii. **ACTION:** Approve Whistleblower Policy

Motion to approve Whistleblower Policy made by Jane Wolf; voice vote: passed unanimously

- iv. **ACTION:** Approve Photo & Recording Policy Amendment

Motion to approve Photo & Recording Policy Amendment made by Heather Lee; voice vote: passed unanimously

e. Strategic Plan

- i. Meeting plan on hold

X. Upcoming

- a. General Meeting of the Library Board of Trustees: Tuesday, September 12th, 2023 at 6:30pm
- b. Policy Committee Meeting: August 22nd at 4:30pm
- c. Decennial Committee Meeting: August 29th at 6:30pm

XI. Executive Session:

- a. **(5 ILCS 120/2(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.
- b. (5ILCS 120/2(c)21 Discussion of minutes of meetings lawfully closed under the 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 made by Jane Wolf to enter Executive Session at 7:37

Results of Executive Session:

- a. **Motion to increase the hours of the Marketing and Outreach Coordinator to 19hrs/week interim and increase wages permanently to \$16.50/hour made by Julie Koesler. Roll call vote: passed unanimously**
- b. **Executive Session Minutes from 7/11/23 were approved**

XII. Adjournment

Motion made by Jen Penn to adjourn the meeting at 8:34. Voice vote: passed unanimously

All Items on the agenda are potential action items.