

Minutes  
Meeting of the Board of Trustees of the Sandwich Public Library District  
Tuesday, April 11, 2017  
Sandwich Public Library District 6:33 PM

- I. Call To Order / Roll Call  
Trustees Jennifer Boring, Becky Clemons, Nancy Sanders, Monica Sartori and Jane Wolf were present. Stacy Wendt was present. Denise Li and David Seymour were absent.
- II. Additions / Amendments to Agenda  
Add Trustee Workshop to IX. New Business (A.)  
Add Trustee Elections to IX. New Business (B.)  
Add Management Association of IL to IX. New Business (C.)  
Add Computer Maintenance Contract to VIII. Unfinished Business (A.)  
Add Storzbach Trust to VIII. Unfinished Business (B.)
- III. Approval of Minutes
  - A. Jennifer moved and Jane seconded a motion to approve the Special Meeting Minutes of March 7, 2017.  
Aye: 4 Nay: 0 Absent: 2 Abstentions: 1  
Motion Carried.
  - B. Jane moved and Jennifer seconded a motion to approve the Special Meeting Minutes of March 10, 2017.  
Aye: 4 Nay: 0 Absent: 2 Abstentions: 1  
Motion Carried.
  - C. Monica moved and Jennifer seconded a motion to approve the Special Meeting Minutes of March 11, 2017.  
Aye: 4 Nay: 0 Absent: 2 Abstentions: 1  
Motion Carried.
  - D. Jane moved and Jennifer seconded a motion to approve the Regular Meeting Minutes of March 14, 2017.  
Aye: 5 Nay: 0 Absent: 2 Abstentions: 0  
Motion Carried.
  - E. Jennifer moved and Jane seconded a motion to approve the Executive Meeting Minutes of March 14, 2017.  
Aye: 5 Nay: 0 Absent: 2 Abstentions: 0  
Motion Carried.
  - F. Jennifer moved and Monica seconded a motion to approve the Executive Meeting Minutes of March 14, 2017.  
Aye: 5 Nay: 0 Absent: 2 Abstentions: 0  
Motion Carried.
  - G. Jennifer moved and Monica seconded a motion to approve the Special Meeting Minutes of March 15, 2017 as amended.  
Aye: 4 Nay: 0 Absent: 2 Abstentions: 1  
Motion Carried.
  - H. Jane moved and Jennifer seconded a motion to approve the Special Meeting Minutes of March 17, 2017.  
Aye: 4 Nay: 0 Absent: 2 Abstentions: 1  
Motion Carried.

- I. Jennifer moved and Jane seconded a motion to approve the Special Meeting Minutes of March 21, 2017.  
Aye: 5 Nay: 0 Absent: 2 Abstentions: 0  
Motion Carried.

IV. Correspondence

- A. Jane shared a letter sent from the Principal of Haskin School in thanks for the use of the public meeting room. The letter will be copied and shared with each staff member.

V. Treasurer's Report

- A. Monthly treasurer's reports including monthly revenue, expense and budget reports were included in this month's board packet. Becky updated the board about IMRF and real estate taxes. Jane shared some information about high ComEd bills and how Sandwich library electricity costs compare with the bills of other similar and larger sized libraries. There being no questions Jennifer moved and Monica seconded a motion to approve the treasurer's report for auditing purposes.

Roll Call Vote:

Ayes: 5; Boring, Clemons, Sanders, Sartori and Wolf.

Nays: 0

Abstentions:0

Absent: 2; li and Seymour.

Motion carried.

VI. Director's Report

VII. Committee Reports

- A. Real Estate Committee: The old library at 107 E Center St has SOLD!
- B. Personnel Committee: The personnel committee will be meeting on Tuesday, April 18<sup>th</sup> at 5pm to discuss personnel policy revisions. They are inviting the rest of the board to attend the meeting to share any ideas they may have.  
Denise Sterling was hired for cleaning services.
- C. Budget Committee: none.

VIII. Unfinished Business

- A. Storzbach Trust- The Storzbach Trust/Donation was received and deposited. Another check will be coming later.
- B. Computer Maintenance Contract- Nancy will be meeting with a gentleman next week to receive a quote for computer and technology maintenance.

IX. New Business

- A. Trustee Workshop- There are still slots open for the "Running a Successful Board Meeting" workshop on Saturday, April 29<sup>th</sup>. The workshop is free and any Board member is welcome to attend.
- B. Trustee Elections- Jennifer Boring and Jane Wolf successfully won the recent elections. Their new terms will begin on May15th and run through 2021. The current Trustee election terms are as follows:

Monica Sartori/Open: 2017-2019

Becky Clemons/Open: 2017-2021

Nancy Sanders: 2015-2019

David Seymour: 2015-2019

Denise li: 2017-2019 (needs to be reappointed)

Jennifer Boring: 2017-2021

Jane Wolf: 2017-2021

- C. Management Association of Illinois- Jennifer presented renewal information to the Board for Management Association of Illinois. The previous Director used the service quite frequently and the Board will speak with the new Director to see if it is something she would like to continue.
  
- X. Other Business
  
- XI. Public Comment- Scott Harrod was in attendance and wanted to extend congratulations to both Jane and Jennifer on winning the elections. Scott also asked questions about expense forms for trustees when they attend meeting and/or trainings.
  
- XII. Executive Session
  
- XIII. Adjournment  
Jane moved and Jennifer seconded the motion to adjourn the meeting at 8:36 PM. Motion carried.