

Minutes  
Meeting of the Board of Trustees of the Sandwich Public Library District  
Tuesday, May 9, 2017  
Sandwich Public Library District 6:35 PM

- I. Call To Order / Roll Call  
Trustees Denise li, Nancy Sanders, Monica Sartori and Jane Wolf were present. Amanda Bennett, Director, was in attendance for her first official board meeting. Jennifer Boring and David Seymour were absent. Becky Clemons arrived at 7:30 PM.
- II. Additions / Amendments to Agenda  
Add Credit Card Discussion to IX. New Business (F)  
Add Payroll Company Discussion to IX. New Business (G)  
Add Director ALA Conference Request to IX. New Business (H)  
Add Library Prairie Maintenance to VIII. Unfinished Business (D)

III. Approval of Minutes

Denise moved and Jane seconded the motion to approve the following minutes:

Special Meeting of April 4, 2017  
Regular Meeting of April 11, 2017  
Personnel Committee meeting of April 18 2017  
Special Meeting of April 22, 2017

Ayes: 4            Nays 0            Abstentions 0            Absent 3 Motion Carried

IV. Correspondence

- A. Jane shared the Official Election Results from DeKalb and Kendall County with the Board.

V. Treasurer's Report

- A. Monthly treasurer's reports including monthly revenue, expense and budget reports were included in this month's board packet. Jane inquired about the line item labeled Miscellaneous Sales in Income. The amount of \$5747 was for the sale of 107 Main building and it was agreed that should be relabeled to reflect it as such.. Monica moved and Denise seconded the motion to approve the treasurer's report as amended.

Roll Call Vote:  
Ayes 4; li, Sanders, Sartori and Wolf.  
Nays: 0  
Abstentions: 0  
Absent: 3; Boring, Clemons, and Seymour.  
Motion carried.

VI. Director's Report

Amanda reviewed her report with the Board. She will be attending various meetings throughout May as well as attending a Chamber of Commerce lunch. She is registered for the Directors University in Springfield from June 5-8. The only expenses the Board will incur for this training are a \$100 registration fee and mileage. The Board agreed this will be a great opportunity to become familiar with the Illinois Library System. Amanda will be learning Quick Books with Lauree and beginning to do payroll. She reported on the vandalism of the front sign and has been in contact with Care Bears for a repair quote. They have quoted \$325 to repair the damaged sign.

VII. Committee Reports

A. Real Estate Committee: No Report

B. Personnel Committee

The Personnel Committee and Amanda will be meeting on Thursday, May 18<sup>th</sup> at 5pm to continue to discuss personnel policy revisions. They are inviting the rest of the board to attend the meeting to share any ideas they may have. An agenda will be posted. Trustees were encouraged to review the current policy in advance so the committee can present a revised policy for first reading at the June meeting.

Staff Stipends- The Board discussed rewarding the staff for their hard work during the last few months. Monica moved and Jane seconded the motion that the staff will receive a special compensation for their continuance of excellent service during the interim period between directors using funds from the sale of furniture/equipment from the old library building (General Fund).

Roll Call Vote:

Ayes; 5 Clemons, li, Sanders, Sartori, Wolf

Nays; 0

Absent; 2 Boring, Seymour

Abstain; 0

Motion Carried

C. Budget Committee: No Report.

VIII. Unfinished Business

A. Board of Trustees

Trustee Applications- Jane distributed two letters of interest from Ruth Fish and Denise Curran. Ruth was present at the meeting as an observer. The Board agreed to accept these applicants and induct them at the June meeting.

Trustee Resignations- Jane read a letter of resignation from David Seymour. A thank you letter for his 18 years of service to the library will be sent to David.

Trustee Appointments- Becky and Denise agreed to be appointed at the June meeting.

Slate of Officers to be voted upon in June

President- Nancy Sanders

Vice President- Jane Wolf

Secretary- Denise li

Treasurer- Jennifer Boring

B. Directors University

Amanda will be attending this in June as indicated in Director Report

C. Stateline Technologies

Nancy presented the bid from Michael Van Offeren of Stateline Technologies for computer services. Jane moved and Monica seconded the motion to contract with Stateline Technologies for the Continuous Yearly Signed Contract at an hourly rate of \$75 per hour. Roll Call Vote:

Ayes: 5; Clemons, li, Sanders, Sartori, Wolf

Nays: 0

Absent: 2; Boring, Seymour

Abstain: 0

Motion Carried

Amanda will contact Onsite Computers and Stateline Technologies.

D. Prairie Maintenance

Jane mentioned that her husband had visited our prairie and that the Canada Thistle should be removed asap. She will coordinate a date and contact Boy Scouts for assistance. Board members were encouraged to assist if the date works for them.

IX. New Business

A. Exterior Sign- Amanda reported that the sign will be repaired by Care Bears at a cost of \$325.

B. Calendar of Holiday Closings-

Amanda presented a calendar for the 2017-2018 year. The library will be closed only on July 4 not July 3-4. All library staff will attend PUG day at Waubensee on September 29, 2017, therefore, the library will be closed. A discussion about closing on Friday during the Fair followed but the Board agreed that the library should stay open and try to plan something special and interesting that day as there is no school that day.

C. New Director Welcome Event-

The Board decided to host "Dessert with the Director" Welcome Event for Amanda Bennett on Thursday, May 25 from 6:00-8:00 at the library. Jane will coordinate the event and contact Jennifer and other Board members for assistance.

D. Faronics-Deep Freeze Renewal-

The Board gave Amanda permission to renew Faronics for a 3-year contract as the price drops significantly for a multi-year agreement.

E. Appointment of IMRF Authorized Agent

Denise moved and Monica seconded the motion to replace Becky as Authorizing Agent and add Amanda and Jennifer. Motion Carried. Denise will prepare a Resolution authorizing Amanda Bennett and Jennifer Boring as Authorizing Agents for IMRF.

F. Credit Card Discussion

Amanda inquired as to the use of the library credit card. Trustees were encouraged to think about how they would like credit cards to be used/distributed and revisit this topic in June.

G. Payroll Company Discussion

The Board has been considering replacing ADP for months now because of poor and inaccurate service. Amanda suggested changing to Quick Books Intuit Full Service Payroll which coordinates with our use of Quick Books. The cost will be very similar to ADP. Unanimous consent of the Board gave Amanda permission to make this change as soon as possible.

X. Other Business-None

XI. Public Comment-None

XII. Executive Session-None

XIII. Adjournment

Denise moved and Monica seconded the motion to adjourn the meeting at 9:15 PM. Motion carried.