

Minutes
Meeting of the Board of Trustees of the Sandwich Public Library District
Tuesday, July 11 2017
Sandwich Public Library District 6:50 PM

- I. Call To Order / Roll Call
Trustees Jennifer Boring, Becky Clemons, Denise Curran, Ruth Fish, Denise Li and Jane Wolf were present. Director Amanda Bennett and Stacy Wendt were present. Nancy Sanders was absent.
- II. Additions / Amendments to Agenda
Add Director Evaluation Committee to IX. New Business (G.)
- III. Approval of Minutes
 - A. Denise moved and Jennifer seconded a motion to approve the Regular Meeting Minutes of June 13th, 2017 as amended.
Aye: 6 Nay: 0 Absent: 1 Abstentions: 0
Motion Carried.
- IV. Correspondence
- V. Treasurer's Report
 - A. Monthly treasurer's reports including monthly revenue, expense and budget reports were included in this month's board packet. Jennifer asked questions of the monthly revenue report new format which contained staff wages. Amanda and Stacy will look into the report and change formatting as needed.
There being no further questions Ruth moved and Becky seconded a motion to approve the Treasure's Report for auditing purposes.

Roll Call Vote:
Ayes: 5; Clemons, Curran, Fish, li and Wolf.
Nays: 0
Abstentions:1; Boring.
Absent: 1; Sanders.
Motion carried.
- VI. Director's Report
 - A. Staff Payroll was rolled over from ADP to QuickBooks.
 - B. Amanda has been steadily working on the Budget & Appropriations for FY2017-18.
 - C. Accounts at all local banks have been updated to reflect new Director as well as Board positions.
 - D. Slight adjustments have been made to staff work schedules and Personnel Policy.
 - E. Amanda gave a tour and participated in a brainstorming session with several other local Library Directors.
 - F. Completed Staff Evaluations and participated in WSPY Radio and TV Spot.
 - G. Virginia Grimes donated poster has been framed and is ready to be picked up. A reception will be held to unveil the project.
- VII. Committee Reports
 - A. Personnel Committee: Each Board member was emailed a copy of the newly revised Personnel Policy. Jane asked for the Board to present to her any questions about the Policy so that it may be voted on tonight. Some major changes that were announced were the addition of a 90 day introductory period for all new staff members, the end of rolling over unused vacation time and new dress code that includes the ability to wear

blue jeans on Fridays for free, or any other day of the week if a \$2 donation is made to a Scholarship Fund to be given to a Sandwich High School student at the end of the year.

There being no questions Denise C. moved and Ruth seconded a motion to approve the Personnel Policy as amended, effective immediately.

Roll Call Vote:
Ayes: 6; Boring, Clemons, Curran, Fish, li and Wolf.
Nays: 0
Abstentions: 0
Absent: 1; Sanders.

Motion carried.

B. Budget Committee:

Becky moved and Denise C seconded a motion to approve Ordinance 17-07-11 Annual Budget & Appropriation FY2017-18.

Roll Call Vote:
Ayes: 6; Boring, Clemons, Curran, Fish, li and Wolf.
Nays: 0
Abstentions:0
Absent: 1; Sanders.

Motion carried.

C. Building Maintenance:

1. Building Concerns- Amanda investigated several building concerns that were brought to her attention. It was found that the windows and roof leaks were no longer under warranty.
2. Retention Pond- Sandwich Township came and sprayed for thistle around the retention pond.
3. Jane asked about a cleaning service for the building and although Amanda said she was still waiting on one bid, the estimates seem to be coming in around \$900 a month.

VIII. Unfinished Business

- A. FOIA and OMA- Amanda reminded the Board that she would like everyone to complete the FOIA and OMA Training before August 1st.

IX. New Business

- A. Meeting Date Ordinance-
Jennifer moved and Jane seconded a motion to approve Meeting Date Ordinance 17-07-11-1.

Aye: 6 Nay: 0 Absent: 1 Abstentions: 0
Motion Carried.

- B. Technology Updates- the Library will be closed on Friday, August 25th for technology updates including a new server.

- C. Board of Trustee Committees- Board of Trustee Committee assignments are as follows:
Personnel Committee- Jane Wolf (Chair) and Ruth Fish
Building and Grounds Committee- Jane Wolf (Chair) and Denise Curran
Finance Committee- Jennifer Boring (Chair) and Denise li
Policy Committee- Nancy Sanders (Chair) and Denise Curran
Technology Committee- Becky Clemons (Chair) and Ruth Fish

Marketing Committee- Becky Clemons (Chair) and Jennifer Boring

- D. Trustee Training- two Trustee Workshop/Training opportunities are available on August 5th and October 21st. Trustees are encouraged to choose a date in which they will attend. The Library will pay the fee for the workshop as well as reimburse for mileage per the Travel Ordinance Policy.
 - E. IPLAR- the Illinois Public Library Annual Report is due on September 1st. Amanda has already begun working on the report and it will be submitted once completed.
 - F. Used Book Sale- Prices on the permanent used book sale (located in the library near children's computers) have been changed to a 'good will donation' in lieu of set prices for material. This change is based on successful results at Amanda's last library.
 - G. Director Evaluation- A Director Evaluation Committee was formed and Denise Li and Jane Wolf will charge the task of evaluating and discussing the Director's first three months of employment.
- X. Other Business
- A. Stateline Technology- Amanda's laptop has arrived. The servers and network are set to be changed over on August 25th. All Board and staff emails will be switched over soon and Amanda will send an alert when that change happens.
- XI. Public Comment
- XII. Executive Session

Jennifer moved and Denise I. seconded a motion to enter Executive session at 8:34pm.

Jennifer moved and Ruth seconded a motion to exit executive session and return to regular session at 9:00 pm.

Motion made by Denise C. and seconded by Ruth approving a 2% salary increase to all staff, excluding salaried employees that will become effective the first pay period in August.

Roll Call Vote:

Ayes: 6; Boring, Clemons, Curran, Fish, Li and Wolf.

Nays: 0

Abstentions: 0

Absent: 1; Sanders.

Motion carried.

Motion made by Denise C. and seconded by Ruth, allowing any staff who has in excess of 100 hours effective July 11, 2017 to be paid out leftover vacation hours the first pay period in October.

Roll Call Vote:

Ayes: 6; Boring, Clemons, Curran, Fish, Li and Wolf.

Nays: 0

Abstentions: 0

Absent: 1; Sanders.

Motion carried.

XIII. Adjournment

Jennifer moved and Ruth seconded a motion to adjourn at 9:05 pm.
Motion carried.