

Minutes
Meeting of the Board of Trustees of the Sandwich Public Library District
Tuesday, August 8 2017
Sandwich Public Library District 6:33 PM

- I. Call To Order / Roll Call
Trustees Jennifer Boring, Ruth Fish, Denise li, Nancy Sanders and Jane Wolf were present. Director Amanda Bennett and Stacy Wendt were present. Denise Curran was absent. Becky Clemons was delayed.
- II. Additions / Amendments to Agenda
- III. Approval of Minutes
 - A. Jennifer moved and Ruth seconded a motion to approve the B&A Hearing Minutes of July 11, 2017, Regular Meeting Minutes of July 11, 2017 (as amended) and the Executive Session Minutes of July 11, 2017.
Aye: 4 Nay: 0 Absent: 2 Abstentions: 1
Motion Carried.
- IV. Correspondence
 - A. Copies of thank you notes from FVOAS and The Petite Palette were included in the Board packets.
- 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 about the rising electricity costs.

Trustee Becky Clemons arrived at 6:45pm.

There being no further questions Jane moved and Denise seconded a motion to approve the Treasure's Report for auditing purposes.

Roll Call Vote:
Ayes: 5; Boring, Clemons, Fish, li and Wolf.
Nays: 0
Abstentions:1; Sanders
Absent:1; Curran
Motion carried.
- VI. Director's Report
 - A. Hired Clean USA for a 3 times per week cleaning.
 - B. Stateline has upgraded the email accounts, set up laptop and worked on staff computers.
 - C. Virginia Grimes donated picture has been framed and hung; reception to follow.
 - D. Audit scheduled for September 12th.
 - E. Attended PrairieCat Delegates Assembly.
 - F. Terminated ADP Payroll services.
 - G. Packed up all FY16-17 files to be placed in storage.
 - H. Applied for a Career Readiness Services Grant (YALSA)
 - I. Currently creating a building maintenance schedule.
 - J. Completing IPLAR report.
 - K. AWF installed new motion sensor lights and ordered new solar light for flag.

VII. Committee Reports

A. Building & Grounds:

1. Men's restroom faucets were recently replaced.
2. Roof repairs- Still waiting on gentlemen to come look at roof. Under warranty.
3. Aurora Wire and Fixture was out to assess electric/lighting issues. Flag pole light will be replaced with a solar light, motion sensor lights have been installed on the exterior of the building, re-timing outdoor lights and will be replacing dead computer board.
4. Echo Water- scheduled yearly water softener maintenance that was never done in the past. Water softener board needed replacing but still under warranty.
5. Recently passed both backflow and fire extinguisher inspections.

B. Finance Committee: None

C. Marketing Committee:

1. New York Times best-selling Author, Elizabeth Berg, will be visiting and speaking at the Library on August 16th. Jane would like the event moved to the main library space to better accommodate a large crowd.

D. Personnel Committee:

1. Circulation Job Posting- The ad for the opening in the circulation department has gone out and the library will be collecting applications and resumes until September 1st.
2. Health Insurance- Amanda asked the Board about the possibility of adding Health Insurance benefits for full time staff. Health insurance has been discussed in the past and the Board has tabled the discussion for a few more months until they get further into the fiscal year.

E. Policy Committee:

1. Policy Committee is currently reviewing the Board Policy.

F. Technology Committee:

1. The library will be closed on August 25th while Stateline Technology updates the library network servers.

VIII. Unfinished Business

- A. Summer Reading Wrap up- Amanda included a summer reading summary in the Board packets which includes total participation and programming numbers.

IX. New Business

- A. Friends of The Library- Amanda would like to recharge/revamp the Friends of the Library which disbanded more than 10 years ago. She will be putting out flyers and calling people who have shown interest in the past. Jane suggested a soup and salad luncheon.
- B. Taste of Sandwich- The library will once again participate in the Taste of Sandwich. Some ideas for food/drink were passed around and Amanda will make the purchase soon.

X. Other Business

XI. Public Comment

XII. Executive Session

Jennifer moved and Jane seconded a motion to enter Executive session at 7:52pm to discuss personnel issues.

5ILCS 120/2(c)1-Personnel Issues

XIII. Adjournment

Jane moved and Jennifer seconded a motion to adjourn at 8:27pm.
Motion carried.