

Minutes
Meeting of the Board of Trustees of the Sandwich Public Library District
Tuesday, October 10, 2017
Sandwich Public Library District 6:30p.m.

I. Call To Order / Roll Call

President Nancy Sanders called the meeting to order, 6:36 PM.

Trustees Jennifer Boring, Becky Clemons, Denise Curran, Ruth Fish, Nancy Sanders and Jane Wolf were present. Denise Li was absent.

II. Additions / Amendments to Agenda - None

III. Approval of Minutes

Jennifer moved and Ruth seconded the motion to approve the minutes of the September 12, 2017 meeting. Motion carried.

IV. Correspondence - None

V. Treasurer's Report

Jane moved and Denise seconded the motion to approve the treasurer's report.

Ayes 6-Boring, Clemons, Curran, Fish, Sanders, Wolf

Nays: 0

Abstentions: 0

Absent: 1

Motion carried.

VI. Director's Report

Amanda reviewed her report with the Board. She shared that she had filed a Workman's Comp claim for a sprained ankle that occurred while moving shelving in August. Bennett also reported that an associate from Murphy & Associates will be working with her on a monthly basis to assist in Quick Books/Bank Reconciliation. Amanda will be off from October 11-27, 2017 for her wedding/honeymoon and returns back to work on October 30th.

VII. Committee Reports

- A. Building and Grounds Committee: Having received no response from Lite Construction on completing the window repairs, caulking, etc., Amanda will be sending an email to Phil Lenzini, our attorney, about next steps.
- B. Personnel Committee: Rob Montalbano has been hired as the new circulation clerk at an approximate 10-12 hours per week.
- C. Finance Committee: Payout checks for accrued vacation time were issued in October to Barb Posinger and Lauree Zielizinski. This action was in accordance with the implementation of the personnel policy updates; the Sandwich Public Library District will no longer allow accrual of vacation time from year to year. Barb was compensated for 105.5 hours of accrued past vacation time and Lauree for 176 hours. Total dollar amount for both employees was \$5317.85 (gross).

During the audit, it was determined that Sarah Horn's severance payment should have been determined in such a way as to include deductions for withholding, etc.. Because of this oversight, the library will pick up the difference between the \$2500 severance amount and the required dollar amount of \$3638.84.

A representative of Murphy & Associates will be working with Amanda each month, beginning in November, at the rate of \$30.00/hour to review Quick Books.

Jennifer reported on the Finance Committee meeting which was held on October 5th with Amanda, Jane, and herself present. Jennifer stated that the bulk of our tax disbursement comes in the months of September, October, and November, with the final payment coming in around the end of the fiscal year, in late June. The review of the budget thus far shows that we are coming in either roughly where we should be for the first quarter, or under budget. She recommends another meeting at the 6-month budget mark.

D. Policy Committee: Nancy reported that she will be locating current policies in need of review and will report back at a future meeting.

E. Technology Committee: Amanda reported that nine computers have been delivered; Stateline will be replacing the Library's old computers with these in October and November. It is Amanda's goal to work with Mike at Stateline to move four computers from the Adult computer area to the Teen section (13-17 years); these computers would have filtering appropriate to their age.

Discussion followed on technology and how it is in constant change and that we need to be proactive as to how to best accommodate the public. Amanda stated that we hope to implement Bluetooth printing capability within the next year as this is a frequent request from patrons.

VIII. Unfinished Business

- A. Board of Trustee Training- Amanda reminded Trustees about the upcoming training.
- B. Taste of Sandwich: Amanda extended her thanks to the Library staff for creating labels and labelling cans, and to the Trustees for working the table at Taste of Sandwich booth. 405 people visited the booth—a HUGE success.

IX. Heartland Bank and Midland Bank Approvals

Jennifer moved and Ruth seconded the motion to add Director Amanda Bennett to the Sandwich Public Library District account at Heartland Bank. Motion carried.

Jennifer moved and Ruth seconded the motion to add Director Amanda Bennett to the Sandwich Public Library District account at Midland Bank. Motion carried.

X. Public Comment-None

XI. Executive Session-None

XII. Adjournment

Denise C. moved and Jennifer seconded the motion to adjourn the meeting at 7:30 PM. Motion carried.