

Minutes

Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, November 14, 2017 @ 6:30 PM

I. Call to Order / Roll Call: Meeting called to order at 6:30 PM by President Nancy Sanders
Present: Trustees Jennifer Boring, Ruth Fish, Denise Ii & Jane Wolf
Trustee Becky Clemons arrived at 6:35 PM
Trustee Denise Curran arrived at 8:10 PM

II. Addition / Amendments to Agenda – None

III. Approval of Minutes: Motion made by Trustee Boring, and seconded by Trustee Fish, to approve the October 10, 2017 minutes. Motion carried on voice vote

IV. New Business

(A) **Audit:** Brian Zabel (Zabel & Associates PC) presented the annual audit. There was a lengthy discussion pertaining to the underfunding of IMRF. He explained underfunding was not unusual, and IMRF will increase their premium for any shortcomings. He suggestion raising the pension levy amount next year. Trustee Wolf stressed that employees should be made aware of the pension benefit. Employees pay 4.5% and the Library pays 12.5%.

(B) **2017-2018 Levy & Resolution 2017-11-14:** Director Amanda Carr explained that she received assistance in the levy preparation from Plano Library Director Deanna Howard and Attorney Phil Lenzini. Proposed levy as follows:

\$ 14,000.00	Medicare / Social Security
\$ 25,000.00	IMRF (IL Municipal Retirement Fund)
\$ 3,500.00	Audit
\$ 17,300.00	Insurance (liability, unemployment, workman's comp)
\$ 31,500.00	Maintenance Fund (building & equipment)
<u>\$322,000.00</u>	Corporate Fund
\$413,300.00	Levied Amount

Resolution 2017-11-14 entitled "Resolution to Determine Estimate of Funds Needed for 2017-2018 Fiscal Year" was read aloud by President Sanders. Motion made by Trustee Wolf, and seconded by Trustee Ii, to adopt. Motion carried on voice vote.

(C) **Schedule Public Hearing on Levy:** Not required. Levy less than 5% and does not require a public hearing

(D) Holiday Celebration: Board agreed to distribute \$25.00 Art's gift certificates to employees. A soup and salad luncheon will be provided on Tuesday, December 19th. Trustees Wolf and Sanders will make necessary arrangements, and Trustee Boring will provide decorating and a cookie plate.

IV. Correspondence: Thank you received from Director Amanda & Scott Carr for wedding. Thank you received from Plano Director Deanna Howard for flowers received thanking her for assistance with the tax levy.

VI. Treasurer's Report: Trustee Boring moved to approve the Treasurer's Report. Motion was seconded by Trustee Wolf. Motion carried unanimously by voice vote.

VII. Director's Report: Director Amanda Carr provided a quick review on past and current activities. She is now named on the library's certificate deposits at the local banks. She has met with Rachel from Murphy & Associates Ltd. regarding QuickBooks corrections and bank reconciliations. Rachel's cost to the library is \$30/hour. Most of the month had been devoted to the levy, and her wedding. Amanda shared that starting in December, she will be providing a book review program on WSPY.

VIII. Committee Reports:

A. Building & Grounds: Lite Construction caulked and power tested. They said they would return to check the ceiling tiles and a spongy area on the roof. Director Amanda Carr said she will attempt to contact Lite Construction for a timeline on the balance of repairs, or will turn matter over the library's attorney.

B. Finance Committee: Audit and 2017-2018 Levy is complete

C. Marketing: The monthly coverage on WSPY continues with the reference desk program and the new book review program

D. Personnel: Stacy Wendt resigned from her position as Administrative Assistant; her last day was November 1, 2017. Director Amanda Carr indicated that she will not be filling the full-time Admin Assistant position at this time, but instead hired, Amy Freeman, as a part-time Circulation Clerk. As of the meeting Amy was training with Lauree Zielezinski, Head of Circulation. While Amanda was on her honeymoon, Lauree was kind enough to work with staff parceling out Stacy's workload, to ensure a seamless transition. Stacy Wendt declined an exit interview.

E. Policy: Director Amanda Carr said it has been recommended to add two (2) new policies to the personnel policy: harassment and extended leave (not to be confused with the Family Leave Act).

F. Technology: The balance of the new computers should be installed by December.

IX. Unfinished Business: Director Amanda Carr will register Trustee Ii with the Illinois Library Association Membership. Remaining trustees have renewed their membership.

X. Other Business: Trustee Boring shared information from the Trustee Training Session held in Genoa on Saturday, October 28th. Trustees Boring, Ii and Curran attended. The Session was instructed by Attorney Phil Lenzini and covered such topics such as amending a passed budget, levy, accounting software, and public comments according to the OMA (Open Meetings Act).

XI. Public Comment: None

XII. Executive Session: None

XIII. Adjournment: Motion made by Trustee Wolf and seconded by Trustee Ii to adjourn at 8:13 PM. Motion carried by viva voce vote.