

## Minutes

Regular Meeting of the Board of Trustees of the Sandwich Public Library District  
925 S. Main Street – Sandwich, IL 60548  
Tuesday, January 14<sup>th</sup>, 2020 @ 6:30 PM

**I. Call to Order / Roll Call:** Meeting called to order at 6:30 PM by President Jane Wolf.  
Present: Trustees Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn & Nancy Sanders Also in attendance was Interim Library Director Barb Posinger

**II. Addition / Amendments to Agenda:** Denise Curran requested the Personnel Committee report be moved to the end of the meeting

**III. Public Comment:** None

**IV. Consent Agenda:**

- a. Treasurer's Report
- b. Minutes of Regular Board Meeting of December 10, 2019 (removed)
- c. Department Reports:
  - (1) Adult Services Manager
  - (2) Youth Services Coordinator
- d. Monthly Statistics

**Motion made by Jennifer Boring and seconded by Nancy Sanders to approve the Consent Agenda, as amended by removal of Item 'b'. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn, Nancy Sanders & Jane Wolf Nay:0 Motion carried unanimously.**

Item removed from the consent agenda due to scriveners' error: (b) Minutes of regular meeting of December 10, 2019. **Motion made by Denise Curran to accept the minutes of December 10, 2019 as corrected. Motion was seconded by Jennifer Boring. Motion carried unanimously on voice vote.**

**V. New Business:**

a. Director's Report: Highlights included a successful annual Christmas Party with 93 attendees; staff Christmas party, annual levy completed and distributed to the respective Counties; donated boxes of books to Sandwich Rehab Center, ordered current Federal Law Posters, submitted the Per Capita Grant and in-house continuing education via webinars.

b. ILA (Illinois Library Association Legislative Meet-up) affords an opportunity for Illinois library staff and board members to meet state lawmakers and discuss pending issues affecting local libraries. Jane Wolf will be attending the February 3<sup>rd</sup> session to be held in Oak Brook. Both Jennifer Boring and Barb Posinger have expressed interest in attending.

c. Committee Reports

i. Revision of Bylaws: Discussion held on amending the current bylaws. Under Article IV “Standing and Special Committees”, three trustees shall consist of committee. It was recently learned that number should be two trustees to avoid violation of the Open Meetings Act. **Motion was made by Ruth Fish and seconded by Nancy Sanders to amend said portion of the Library’s By-Laws to read two-member committees. Motion carried unanimously via voice vote.**

Also discussed was updating language for agendas and minutes. Agendas will read the name of the Committee and eliminate the wording “Special”. “Special” meetings will be reserved for those meetings of the library board as a whole that do not meet on their regularly scheduled meeting date.

Committee members were amended as follows:

- Finance Committee: Jennifer Boring & Jennifer Penn
- Personnel Committee: Denise Curran & Jennifer Penn
- Policy Committee – Nancy Sanders & Denise Li
- Building & Grounds Committee – Denise Curran & Nancy Sanders
- Funding Committee – Ruth Fish & Jennifer Boring

ii. Meeting Dates for committees are scheduled as needed; regular meetings for the Library Board is the 2<sup>nd</sup> Tuesday of each month.

iii. Minutes Procedure. The goal is to have all past minutes be turned into Barb Posinger by February 1<sup>st</sup>. Minutes from the regularly scheduled board meeting are approved at the next meeting the following month. Committee minutes will be approved by the respective committee at their next meeting that in some instances may be for months’ time.

d. Committee Reports

- i. Finance Committee will meet Wednesday, February 5<sup>th</sup> @ 2:30 PM
- ii. Personnel – Moved to the end of the meeting
- iii. Policy - None
- iv. Building & Grounds: None
- v. Funding Committee: Ruth Fish reported that the December meeting continued to brainstorm possible funding raising projects. An idea was proposed to have a mural painted in one of the study rooms that could be sponsored by local businesses. Discussion included creating a mural committee that would oversee suggested murals, and a donor / sponsor list be created.

**VI. Old Business:**

(a) Photo Policy: **Motion was made by Jennifer Boring to accept the Photo & Recording Policy as presented. Motion was seconded by Denise Curran. Motion passed unanimously by voice vote**

(b) Personnel Committee: Minimum wage will increase to \$10/hour effective July 1, 2020 and then will increase by \$1/hour until January 1, 2025 when the minimum wage will be \$15/hour. The Board asked Barb Posinger to check with other libraries on how they are handling the mandated increase and managing their budgets. Historically a cost of living raise is provided staff in July.

Discussed was filling Barb Posinger's position as Adult Services Manager. The position could be broken into two part-time positions with different job descriptions. By doing so would be an overall savings to the library because of less benefits offered.

**VII. Other Business:**

- a. Funding Committee will meet on Wednesday, February 5<sup>th</sup>, 2020 @ 11 AM
- b. Regular Meeting of the Library Board of Trustees will be Tuesday, February 11<sup>th</sup>, 2020 at 6:30 PM.
- c. Finance Committee will meet on Wednesday, February 5<sup>th</sup> at 2:30 PM

**VIII. Executive Session:** Motion made by Ruth Fish, and seconded by Nancy Sanders to go into executive session at 8:13 PM, pursuant to 5ILCS120/Section 2(c)(1) "The appointment, employment, compensation, discipline, performance,, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity". Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn, Nancy Sanders & Jane Wolf Nay:0 Motion carried

Motion to return from Executive Session: Motion made by Ruth Fish and seconded by Jennifer Boring to return to regular session at 8:43 PM. Motion carried unanimously by voice vote

Action Resulting from Executive Session: Nancy Sanders moved to hire Barb Posinger as library director effective immediately at an annual salary of \$50,000.00 plus a yearly insurance stipend of \$3,000.00; benefits would include 96 sick hours annually as well as 120 hours annual vacation hours. Motion was seconded by Jennifer Penn. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn, Nancy Sanders & Jane Wolf Nay:0 Motion carried

**IX. Adjournment:** Motion made by Denise Curran and seconded by Jennifer Boring to adjourn at 8:47 PM. Motion carried by viva voce vote.

Denise li, Secretary