

Minutes

Regular Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, February 11th, 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 Also in attendance was Library Director Barb Posinger. Trustee Nancy Sanders was absent

II. Addition / Amendments to Agenda: Under Old Business, President Jane Wolf requested a “review of job descriptions” be added. Trustee Denise Curran also requested that “Valentine’s Day” for staff be added under Old Business.

III. Public Comment: Audience member, Scott Harrod, raised some questions regarding the Treasurer’s Report.

IV. Consent Agenda:

- a. Treasurer’s Report
- b. Minutes of Regular Board Meeting of January 14, 2020 (removed)
- c. Department Reports:
 - (1) Adult Services Manager
 - (2) Youth Services Coordinator
 - (3) Statistics - January

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

Item removed from the consent agenda due to scriveners’ error: (b) Minutes of regular meeting of January 14, 2020. **Motion made by Denise Curran to accept the minutes of January 14, 2020 as corrected. Motion was seconded by Ruth Fish. Motion carried unanimously on voice vote.**

V. New Business:

a. **Director’s Report:** Highlights included mailing of Treasurer’s Report to the counties, migrated website to new server, initiated “Explore More Illinois” as a service to patrons through RAILS, completed ILLINET survey, scheduled and posting open positions, and start preparation on next fiscal year’s budget.

b. **Technology Status Presentation:** Mike Van Offeren from Stateline was unable to attend but provided an audio presentation via telephone. He explained the current computer plan and suggested the Council consider switching from a ‘cafeteria style’ plan to a monthly, fixed rate plan of \$925.00. The monthly plan is all inclusive covering remote management and monitoring of the computers as well as monthly visits for maintenance and repairs. He will be present at the March meeting.

c. Committee Reports

- i. Finance Committee: No meeting is scheduled at this time
- ii. Personnel – None
- iii. Policy - None
- iv. Building & Grounds: Nancy Sanders & Denise Curran meet to approve minutes
- v. Funding Committee: Ruth Fish reported that Committee was unable to meet at their scheduled time and that no meeting is scheduled at this time.

VI. Old Business:

a. Job Descriptions Review: Job descriptions for the new part-time positions for Marketing & Outreach Coordinator and Adult Services Coordinator were distributed for review. Additionally, a title change request was submitted for Lauree Zielesinski as Circulation Manager and Bailey McGee as Youth Services Manager. No action was taken.

b. Valentine's Day for Staff: Denise Curran said she will be doing something special for staff on Friday for their mail bins.

VII. Other Business:

- a. Funding Committee will be rescheduling their next meeting.
- b. Regular Meeting of the Library Board of Trustees will be Tuesday, March 10th, 2020 at 6:30 PM.
- c. Finance Committee for Wednesday, February 19th has been cancelled.
- d. Building & Grounds Committee Meeting will meet on Wednesday, March 18th, 2020.

VIII. Executive Session: Approval of Executive Session minutes from January 14, 2020 was tabled until the March meeting.

IX. Adjournment: Motion made by Ruth Fish and seconded by Denise Li to adjourn at 7:40 PM. Motion carried by viva voce vote.

Denise Li, Secretary