

Minutes

Regular Meeting of the Board of Trustees of the Sandwich Public Library District
925 S. Main Street – Sandwich, IL 60548
Tuesday, March 10, 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, Jennifer Penn, Denise Curran, Ruth Fish, Nancy Sanders. Also, in attendance was Library Director Barb Posinger. Trustee Denise Li was absent.
- II. **Additions/Deletions/Changes to Agenda:** Move Mike Van Offeren from Stateline to right after Public Comment. Additions: Under other business the following: D will be pricing proposal; E will be Club Day; and F will be Volunteer inquiry.
- III. **Technology Status Presentation –** Mike Van Offeren from Stateline shared information about the Comparison statement and how it would save us money. There will be a contract. This will keep us within the budget. Mike and Barb went over our technology plans for replacing computers and upgrading. Mike recommended that we use a four-year cycle which will keep us current. Other upgrades in the next year: my PC, Today Business Solutions on all computers, Touch Screen, Faxing, Scanning Machine.
We had discussion on the Stateline Flat Rate fee. Jennifer Boring made a **motion to sign a contract with Stateline for the flat rate fee of \$925.00. Jennifer Penn seconded. Roll Call vote was taken, Aye: Jennifer Boring, Jennifer Penn, Denise Curran, Ruth Fish, Nancy Sanders and Jane Wolf. Nays: 0 Motion carried unanimously.**
- IV. **Public Comment:** Audience member, Scott Harrod, had a question about travel reimbursement, which Jane Wolf will check on this. Also, about the touch screen being all self-service.
- V. **Consent Agenda:**
 - a. Treasurer's Report
 - b. Minutes of Regular Board Meeting of February 11, 2020
 - c. Department Reports
 1. Youth Services Manager
 - d. Monthly Statistics – February

Motion made by Jennifer Boring and seconded by Denise Curran to approve the Consent Agenda, as presented. Aye: Jennifer Boring, Jennifer Penn, Denise Curran, Ruth Fish, Nancy Sanders & Jane Wolf. Nay: 0 Motion carried unanimously.

VI. New Business

- a. Director's Report:** Highlights included completion of ILLNET survey. Received and implemented new Tax-Exempt number. Consolidating 2 FEIN numbers with the IRS. Working on Bank authorizations. Personnel changes and new hires. Working on several policies.
- b. Technology Status:** Addressed above in III.
- c. Census Update:** Sign out in lobby. Web page is set up. Barb has attended several webinars and Census Day Program is Wednesday, April 1 at the library.
- d. Coronavirus Preparation:** Issues are how do we handle staffing, website connection to CDC webpage. When will we close? Discussion and decisions are: we will close when the schools close. We will have our website connected to CDC's webpage. Will hold an emergency meeting about staffing, if needed.
- e. Sexual Harassment Resolution & Policy:** Review of this policy and discussion. **Motion was made by Ruth Fish and seconded by Denise Curran to approve the Sexual Harassment Policy. Aye: Jennifer Boring, Jennifer Penn, Denise Curran, Ruth Fish, Nancy Sanders & Jane Wolf. Nay: 0 Motion carried unanimously.**
- f. Landscaping Bids:** The bids will be handled by the Building and Grounds Committee at their next Committee meeting on March 18, 2002 at 10 AM.
- g. Committee Reports:**
 - 1. Finance:**
 - 1. Minimum Wage Research:** Jennifer Boring and Jennifer Penn presented a detailed report of the Minimum Wage mandated increase. After discussion it was decided to accept the proposal for 2020-2021. **Nancy Sanders made a motion for the Minimum Wage mandated increase to approve 5% raise in July 2020 + additional \$1 in January for other employees. Denise Curran seconded this motion. Roll Call vote: Aye: Jennifer Boring, Denise Curran, Jennifer Penn, Nancy Sanders, Ruth Fish & Jane Wolf. Nay: 0 Motion carried unanimously.**
Thanks to the Finance Committee for a great job on this issue.
 - 2. Personnel:** None
 - 3. Policy:** A question for the Policy Committee to review the policy about selling items.
 - 4. Building and Grounds:** Meeting on March 18, 2020 @ 10 AM
 - 5. Funding Committee:** Meeting on March 25, 2020 @ 11 AM

VII. Old Business: None.

VIII. Other Business:

- a.** General Meeting of the Library Board of Trustees: Tuesday, April 14, 2020 @ 6:30 PM
- b.** Building and Grounds Committee Meeting: Wednesday, March 18, 2020 @ 10 AM
- c.** Funding Committee Meeting: Wednesday, March 25, 2020 @ 11 AM
- d. Com Ed Pricing Proposal:** This issue will be tabled at this time for further review by the Board.

- e. **PUG (Prairie Cat User Group):** Barb asked if we could close the library on August 28, 2020 so the staff could attend a Prairie Cat User Group class at Waubensee. It was decided that we would close that day. Will need to let the public know about the closer.
- f. **Volunteer Inquiry:** There was an inquiry about volunteering. This would fall under the “Friends Group” which we do not have at this time. We will invite this person to the Funding Committee.

IX. Executive Session: None.

X. Adjournment: Motion made by Jennifer Boring and seconded by Jennifer Penn to adjourn at 8:36 PM. Motion carried by viva voice vote.

Ruth Fish