

Minutes

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

Due to COVID-19, meeting was conducted via Zoom video conferencing

I. Call to Order / Roll Call: Meeting called to order at 6:30 PM by President Jane Wolf.

Present: Trustee Denise Li & Library Director Barb Posinger

Present via video conferencing: Trustees Denise Curran, Ruth Fish, Nancy Sanders & Jane Wolf

Absent: Trustees Jennifer Boring & Jennifer Penn

Also present via via video conferencing included staff members: Cindy Fraser, Amy Freeman, Bailey McGee & Makenzie Simmons

II. Addition / Amendments to Agenda: It was noted that under “Other Business”, the next regular meeting is Tuesday, May 12th. Trustee Denise Curran would like further discussion on an article about the future of libraries. This matter was placed under “New Business” as item ‘e’.

III. Public Comment: Due to COVID-19, public comments were encouraged via e-mail prior to the meeting or chat feature during the video conference. There were no comments.

IV. Consent Agenda:

- a. Treasurer’s Report
- b. Minutes of Regular Board Meeting of March 10, 2020 (removed)
- c. Minutes of Emergency Board Meeting of March 14, 2020 (removed)
- d. Department Reports:
 - (1) Adult Services Coordinator
 - (2) Youth Services Coordinator
 - (3) Marketing & Outreach Coordinator Report
- e. Monthly Statistics

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

Items removed from the consent agenda due to scribes’ error: ‘b’ Minutes of Regular Board Meeting of March 10, 2020 and ‘c’ Minutes of Emergency Board Meeting of March 14, 2020. **Motion made by Nancy Sanders to accept the minutes of March 10th, 2020 and March 14th, 2020 as corrected. Motion was seconded by Ruth Fish. Motion carried unanimously on voice vote.**

V. New Business:

a. Director's Report: Highlights included completion of bank signatories, training of new positions, planning / prepping / implementation COVID-19 precautions, virtual meetings and monitoring of library during COVID-19 shutdown, webinar training session, and Census 2020 research and planning.

b. Wifi Usage: At the Emergency Board Meeting of March 14th, it was agreed not to have Wifi available. Networking with other libraries, it was learned that they have Wifi available to the public. Sandwich library's Wifi services extend to the parking lot. Board agreed to offer Wifi services between the hours of 6 am – 10 pm during the COVID-19 shutdown. There is no additional charge to the library.

c. Families First Coronavirus Response Act (FFCRA): FFCRA is an extension to the Family Medical Leave Act (FMLA) and Emergency Paid Sick Leave Act (EPSLA) that requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID -19. This Act will expire on December 31, 2020. Small businesses with fewer than 50 employees may qualify for exemption to provide paid leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business. Employees of covered employers are eligible for two weeks paid sick time for specified reasons related to COVID-19 for experiencing COVID-19 symptoms, self-quarantine as advised by health care provider, caring for someone with COVID-19, or is caring for a child whose school is closed due to COVID-19.

d. Committee Reports: The Building & Grounds Committee made a recommendation to accept the proposal from Yingling Landscaping for \$11,970.00. Committee Chair Nancy Sanders said Jim Yingling is agreeable to negotiate the proposal and offered a reduction of \$10/per mowing. His proposal listed 27 mowings. Board also discussed foregoing shrub trimming for a more natural appearance, and if not pleased, have shrub trimming conducted in the fall. Proposal listed two trimmings at a cost of \$1,000 each. Mulch was a big expense at \$3,600.00.

Nancy Sanders moved to accept the proposal of Yingling Landscaping in an adjusted amount of \$9,200 - \$10,000. The adjusted amount would include a reduction in mowings of \$10/each and not trim bushes in the Spring. Board reserves the right to have bushes trimmed in the fall. Motion was seconded by Denise Curran. Aye: Denise Curran, Ruth Fish, Denise li, Nancy Sanders and Jane Wolf

e. Future of Libraries: Jane Wolf has distributed an IFLA (International Federation of Library Associations) article addressing the question of a post-COVID world relating to libraries. There was a general discussion acknowledging the economic stress on the library as well as adapting to the needs of the community and the impact on educational institutions.

VI. Old Business: None

VII. Other Business: The next regular board meeting will be held on Tuesday, May 12th, 2020 at 6:30 PM.

VIII. Executive Session: None

IX. Adjournment: Motion made by Nancy Sanders and seconded by Ruth Fish to adjourn at 7:44 PM. Motion carried by viva voce vote.

Denise li, Secretary