

## Minutes

Regular Meeting of the Board of Trustees of the Sandwich Public Library District  
925 S. Main Street – Sandwich, IL 60548  
Tuesday, May 12<sup>th</sup>, 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 Jennifer Boring, Denise Curran, Ruth Fish, Jennifer Penn, Nancy Sanders & Jane Wolf

Also present via video conferencing included staff members: Makenzie Simmons, Lauree Zielezinski, Emeri Smoot, Cindy Fraser, Annette Mitilieri.

**II. Addition / Amendments to Agenda:** President Jane Wolf requested the following be added under “Other Business” as item ‘b’. Webinars and item ‘c’ Strategic Planning Review. Library Director Barb Posinger requested that the following be added under “Other Business” as item ‘d’ Summer Reading.

**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. An e-mail was received from Scott Harrod noting a possible scrivener’s error in the April 14<sup>th</sup> minutes under Section V (New Business), Part C regarding “This Act.....”. Board will take under advisement. He also noted that \$13.33 shown in the Treasurer’s Report as receipts for the insurance fund should be moved to the audit fund. Response was in agreement with Scott’s observation; however, due to the library shutdown due to COVID-19, the correction cannot be made at this time. Scott saw on the Agenda a proposed reopening plan noting that Hinckley already has a plan in operation. He questioned how the library would handle after hours pickups. Pertaining to Zoom meetings, particularly with neighboring libraries, he shared that there seems to be sound issues. Lastly, regarding E-books / audio books, Scott felt it worth mentioning Project Gutenberg (<http://www.gutenberg.org>) that is available in several file formats.

There were no comments from chat during the Zoom meeting.

**IV. Consent Agenda:**

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

**Motion made by Denise Curran and seconded by Denise li to approve the Consent Agenda, as amended by removal of Items ‘b’. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn, Nancy Sanders & Jane Wolf Nay:0 Motion carried 7:0**

Items removed from the consent agenda due to scrivener’s error: ‘b’ Minutes of Regular Board Meeting of April 14, 2020. **Motion made by Denise Curran to accept the minutes of April 14<sup>th</sup>, 2020 as corrected. Motion was seconded by Ruth Fish. Motion carried unanimously on voice vote.**

**V. New Business:**

a. Director’s Report: Highlights included implementing Wi-Fi extension and temporary library cards, ordering PPE (personal protective equipment) supplies for staff, conducting and participating in virtual staff meetings and webinars, working on budget draft, and making preparations for reopening the library.

b. Illinois Health & Safety Guidelines for Employers & Staff of Business: For informational purposes, postings as required by law, have been posted in the work room and lunchroom.

c. Phased Reopening Plan: Director Barbara Posinger put together a 5-phase re-opening plan that highlights the next steps for the library. Phase 1 features opening up the building to staff to work on staggered schedules for 1-2 weeks with goals to train staff on new safety procedures due to COVID, catch up on paused projects, re-open the book drop, and prepare the building for the following phases. At this time, Phase 1 is set to begin May 26<sup>th</sup>. Phase 2 features opening up curbside and home delivery services while keeping building closed to the general public. Phase 2 is set to begin 1-2 weeks passed the successful implementation of Phase 1 and according to recommendations by the DeKalb County Health Department. Phases 3-5 will be reviewed and adapted in more depth as time progresses. Timelines for each phase may be altered depending on future events and recommendations by local, state, and federal governments.

d. Technology Upgrade: In conversations with Stateline Technologies, Board was advised that five computers will need to be replaced by the end of June.

**Motion made by Jennifer Boring approving the purchase of five computers at a cost of \$4,086.75. Motion was seconded by Ruth Fish. Aye: Jennifer Boring, Denise Curran, Ruth Fish, Denise li, Jennifer Penn, Nancy Sanders & Jane Wolf Nay:0 Motion carried 7:0**

e. Budget Draft Proposal: Director Barb Posinger presented a draft version of the FY 2020-2021 budget showing an excess of approximately \$7,500.00. Discussion was held to determine where to place the additional revenue. Determination was made to add \$2,500 to the contingency line item under the category of “Building Maintenance Expense” to use towards upcoming building expenses, such as window washing and the purchase of additional PPE items for both staff and patrons. The remaining \$5,000.00 will be added under the category of “Library Materials” under a newly created line item for contingency. A first reading of the FY 2020-2021 budget with added revisions will be held at the next Board Meeting, held on Tuesday, June 9, 2020.

- f. Committee Reports:
  - i. Finance: Proposed budget as previously discussed
  - ii. Personnel: No report
  - iii. Policy: No report
  - iv. Building & Grounds: Nancy Sanders reported that the Yingling contract for landscaping was finalized at \$9,700.00.

**VI. Old Business:** None

**VII. Other Business:**

- a. The next regular board meeting will be held on Tuesday, June 9th, 2020 at 6:30 PM.
- b. Webinars: Jane Wolf and Nancy Sanders shared their participation on a strategic planning webinar. During the lockdown, webinars are offering continued learning for trustees as well as staff.
- c. Strategic Planning Review: Jane Wolf called for a meeting on May 20, 2020 at 6:30 PM to review the library's strategic plan. With the proposed reopening of the library, it was felt the board should take the opportunity to discuss how the library will move forward in a COVID atmosphere as well as implementing the strategic plan.
- d. Summer Reading: Director Barbara Posinger discussed plans for 2020's adapted Summer Reading plan. Due to the pandemic, the library will be hosting a virtual Summer Reading program. Readers will be able to download the Reader Zone app and sign up with a code specific to the Sandwich Library's program. The code will be launched the day the program begins, which is Saturday, June 6th. Also, the program will kick-off with a special Patron Parade event organized by staff. The parade was Youth Services Manager, Bailey McGee's idea. The program will function as a reverse parade where patrons can drive through the library lot, entering from Main Street and exiting on Vale St. Throughout the lot, patrons will see staff members with signs and three fairytale characters. The mayor of Sandwich and chief of police have been notified of the event, and a police presence will be provided to help manage traffic.

**VIII. Executive Session:** None

**IX. Adjournment:** Motion made by Jennifer Boring and seconded by Ruth Fish to adjourn at 8:27 PM. Motion carried by viva voce vote.

Denise Li, Secretary