



Policy Committee Meeting of the Board of Trustees
Sandwich Public Library District
Thursday, January 13th, 2022 at 11:00am

AGENDA

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. Minutes
 - a. Policy Committee Meeting: October 21st, 2021 – Approval
- V. Old Business
 - a. Policy Calendar
- VI. New Business
 - a. Purchasing Policy – review now or postpone?
 - b. Potentially Review Authority to Spend Policy
- VII. Executive Session
- VIII. Upcoming Meetings
- IX. Adjournment

(Action)

All Items on the agenda are potential action items.



Sandwich Public Library District

925 S. Main Street, Sandwich, Illinois 60548

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Policy Committee Meeting Minutes Thursday, October 21st, 2021 @ 11:00 AM

- I. Chairperson Nancy Sanders called the meeting to order at 11:04 AM. Present: Jane Wolf, Denise li and Library Director, Barb Posinger
- II. Additions/Deletions/Changes to Agenda: Denise li briefly questioned the 2-man versus 3-man committee members attributed to the Open Meetings Act. She will investigate and report her findings.
- III. Public Comment: None
- IV. Motion to approve the Policy Committee Meeting minutes of September 8, 2020 as amended to add the name of Nancy Sanders as the author. So moved by Denise li, and seconded by Nancy Sanders. Motion carried on voice vote.
- V. New Business
 - a. Policy Calendar: Director Barb organized a policy calendar listing all policies noting the date established, reviewed and date updated, if applicable. She would like to see the older policies reviewed and updated, if necessary.
 - b. Collection Development Policy: In the preparation of the policy calendar, it was noted that there was no policy in place for "Collection Development Policy". Reviewing the description, Director Barb created the policy by merging the "Materials Selection Policy" along with examples from other libraries. The newly created policy will be presented at the next regular board meeting for approval.
 - c. Laminating Policy: With newer efficient equipment, the "Laminating Policy" was amended to lower the cost of laminating. The policy will be presented at the next regular board meeting for approval.
- VI. Next Policy Committee Meeting will be held on Thursday, January 13th, 2022 @ 11 AM. Topic of discussion with be the Purchasing Policy.

- VII. Adjournment: Motion made by Denise Li, and seconded by Nancy Sanders, to adjourn the Policy Committee Meeting at 11:44 AM. Motion carried on voice vote.

Denise Li - Secretary

DRAFT