



**Sandwich Public Library District**  
General Meeting of the Board of Trustees  
Tuesday, November 14<sup>th</sup>, 2023 at 6:30pm  
*MINUTES*

**Library Mission:** The mission of the Sandwich Library District is to engage the community by stimulating curiosity and enhancing knowledge.

**Library Vision:** To be the hub for a highly engaged community where all residents participate fully in civic life and satisfy their needs for personal growth and knowledge.

I. Call to Order/Roll Call

**Present:** Jane Wolf, Nancy Sanders, Heather Lee, Julie Koesler, Emily Assell, Director Barbara Posinger, Jen Penn, Stacy Wendt

**Absent:** None

II. Additions/Deletions/Changes to Agenda

III. Public Comment: Correct spelling of Yay, Yea or Aye; decided either is acceptable

IV. **ACTION:** Approve Consent Agenda

a. Treasurer's Report

b. Library Account Listing

c. Minutes Approval

i. General Meeting of the Library Board of Trustees: October 12<sup>th</sup>, 2023

ii. Budget & Appropriations Hearing; Special Library Board Meeting: August 8<sup>th</sup>, 2023 d.

Department Reports: October 2023

i. Adult & Teen Services

ii. Marketing & Outreach

e. Statistics: October 2023

**Jane Wolf made the motion to accept the consent agenda**

**Roll Call Vote:**

**Aye:** Jane Wolf, Nancy Sanders, Heather Lee, Julie Koesler, Emily Assell, Jennifer Penn, Stacy Wendt

**Nay:** none

**Absent:** none

**Motion passes**

V. Old Business

a. Interviewing

b. Thermostat issue **Fixed**

VI. Director's Report

*All Items on the agenda are potential action items.*

a. New hire – PSA

**3 out of 4 positions have been filled**

**Special thank you to Cindy for her generosity in filling the role of Youth Director until that position is filled.**

b. Interviews

c. Facilities maintenance updates

#### VII. New Business

a. **ACTION:** [ORD 23-03] Levy Ordinance With Certificates for Fiscal Year 2023 – 2024 i. Truth in Taxation Proposal

**Motion made by Jane Wolf to move forward with levy proposal indicating a 6.8% increase of which requires a Truth in Taxation Hearing to be scheduled in December.**

**Voice Vote:**

**Yea: 7**

**Nay: none**

**Absent: none**

**Motion passes**

b. Snow Removal Vendor **NAME**

c. Christmas Program – **December 8<sup>th</sup>, 6-7:30pm**

d. Christmas gift for staff

**Motion made by Jen Penn to gift the staff \$100 Amazon gift cards.**

**Roll Call Vote:**

**Aye: Jane Wolf, Nancy Sanders, Heather Lee, Julie Koesler, Emily Assell, Jennifer Penn, Stacy Wendt**

**Nay: none**

**Absent: none**

**Motion passes**

e. Mission/Vision Retreat: **board members are to consider what aspects they would like to pursue during the retreat**

#### VIII. FY 2022-2023 Audit Presentation with Kim Bird from Hopkins & Associates

**Kim Bird presented FY 2022-2023 Annual audit of the Sandwich Public Library District. Library is in a healthy financial state with a positive fund balance of \$60,064.00 at year's end.**

#### IX. Committee Reports

a. Building & Grounds

b. Finance

c. Personnel

d. Policy

e. Strategic Plan

#### X. Upcoming

a. General Meeting of the Library Board of Trustees: Tuesday, December 12<sup>th</sup>, 2023 at 6:30pm

**b. Policy & Personnel meeting Tuesday, December 12, 2023 at 5:30pm**

**c. Truth in Taxation Hearing, Tuesday, December 12, 2023 at 6:15pm**

#### XI. Executive Session

**No Executive Session**

*All Items on the agenda are potential action items.*

XII. Adjournment

**Stacy Wendt made the motion to adjourn the meeting at 7:28pm**

**Roll Call Vote:**

**Aye: Jane Wolf, Nancy Sanders, Heather Lee, Julie Koesler, Emily Assell, Jennifer Penn,  
Stacy Wendt**

**Nay: none**

**Absent: none**

**Motion passes**

DRAFT