



Sandwich Public Library District
General Meeting of the Board of Trustees
Tuesday, December 12th, 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

Call to Order 6:30pm

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

IV. **ACTION:** Approve Consent Agenda - November 2023

a. Treasurer's Report

b. Library Account Listing

c. Minutes Approval

i. General Meeting of the Library Board of Trustees: November 14th, 2023

d. Department Reports

i. Adult & Teen Services

ii. Marketing & Outreach

e. Statistics

Motion made by Jen Penn to accept the consent agenda

Roll Call Vote:

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

Nay: none

Absent: none

Motion passes

V. Old Business

a. **ACTION:** [ORD 23-03] Levy Ordinance With Certificates for Fiscal Year 2023 – 2024 with edit to certificate of Levy to reflect correct number totals.

Motion made by Jane Wolf to accept the Levy Ordinance With Certificates for Fiscal Year 2023 – 2024

Voice Vote:

Yay: 7

Nay: none

Absent: none

Motion passes

b. Mission/Vision Retreat

Tabled

c. Automatic Door Repair

Fixed and doors work well

d. Review Holiday Plans

Holiday Walk, Friday, Dec 8: 160 people

VI. Director's Report

a. New Vega Catalog – LIVE

Continuing to interview for the Youth Services Coordinator

VII. New Business

a. Potential Project - EV Charging Parking Spaces

b. Grimes Trust Donation

c. Per capita

Board and Director to review standards at the next meeting

"Library of Things," funded from previous year Per Capita grant, coming soon

VIII. Committee Reports

a. Building & Grounds

HVAC issues

b. Finance

c. Personnel + Policy

i. **ACTION:** Personnel Policy Update approval

1. PTO Amendment to comply with Paid Leave for All Workers Act

Motion made by Jane Wolf to approve the Personnel Policy Amendment

Voice Vote:

Yay: 7

Nay: none

Absent: none

Motion passes

ii. **ACTION:** Collection Development Policy Update approval

1. Compliance with 75 ILCS 10/ Illinois Library System Act 23 Ill. Adm. Code
3035 Illinois State Library Grant Programs

Motion made by Jen Penn to approve the Collection Development Policy Update

Voice Vote:

Yay: 7

Nay: none

Absent: none

Motion passes

d. Strategic Plan

IX. Upcoming

a. General Meeting of the Library Board of Trustees: Tuesday, January 9th, 2024 at 6:30pm

X. Adjournment

Motion made by Jen Penn at 7:13pm to adjourn the meeting

Voice Vote

Yay: 7

Nay: 0

Motion Passes