



Sandwich Public Library District
General Meeting of the Board of Trustees
Tuesday, January 16th, 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

Meeting began at 6:30pm

Present: Jane Wolf, Nancy Sanders, Heather Lee, Julie Koesler, Emily Assell, Barb Posinger, Director

Absent: Stacy Wendt, Jen Penn

II. Additions/Deletions/Changes to Agenda

III. Public Comment

IV. **ACTION:** Approve Consent Agenda: December 2023 Reports

a. Treasurer's Report

b. Library Account Listing

c. Minutes Approval

i. Personnel + Policy Joint Committee Meeting: October 10th, 2023: Remove from Consent Agenda

ii. Personnel + Policy Joint Committee Meeting: December 12th, 2023

iii. Special Meeting of the Library Board of Trustees; Truth in Taxation Hearing: December 12th, 2023

iv. General Meeting of the Library Board of Trustees: December 12th, 2023: Remove from Consent Agenda

d. Department Reports

i. Adult & Teen Services

ii. Marketing & Outreach

e. Statistics

Motion to approve Consent Agenda with removal of October 10th, 2023 Personnel + Policy Committee Meeting and removal of General Meeting of the Library Board of Trustees: December 12th, 2023 made by Jane Wolf.

All Items on the agenda are potential action items.

Roll Call Vote:

Aye: Jane Wolf, Nancy Sanders, Heather Lee, Julie Koesler, Emily Assell

Nay: none

Absent: Stacy Wendt

Motion passes.

- V. Old Business
- a. Grimes Trust Donation
she loved art, maybe a mural as an option
- VI. Director's Report
- a. Levy
filed in all three counties
 - b. Collection Development Policy & Personnel Policy Updated and Published
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- VIII. Minutes from October 10th, 2023 and December 12th, 2023 edited to include the statement that the meeting was adjourned.
Jane Wolf moves to approve the October 10th and December 12th minutes with adjustments made.
- Voice Vote**
 - Yay: 5**
 - Nay: 0**
 - Absent: 2**
 - Motion passes**
- VII. New Business
- c. Per capita
review; grant submitted
- VIII. Committee Reports
- d. Building & Grounds: **committee meeting scheduled soon**
 - e. Finance: **committee meeting scheduled soon**
 - f. Personnel: **committee meeting scheduled soon**
 - g. Policy
 - h. Strategic Plan
- VII. Upcoming
- a. General Meeting of the Library Board of Trustees: Tuesday, February 13th, 2024 at 6:30pm
 - b. Schedule Committee Meetings
- VIII. Executive Session: 5 ILCS 120/2 (c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged

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against an employee of the public body or against legal counsel for the public body to determine its validity.

Julie Koesler made the motion to enter into Executive Session at 7:30pm.

Yay: 5

Nay: 0

Absent: 2

Jane Wolf made the motion to exit the Executive Session at 7:48pm.

Results of Executive Session:

Motion made by Jane Wolf to recognize Cindy Fraser's contribution during the transitional period serving as Youth Services Coordinator with a bonus of \$600.00 to be added to the next paycheck.

Role Call vote

Yay: Jane Wolf, Nancy Sanders, Heather Lee, Julie Koesler, Emily Assell

Nay: none

Absent: Stacy Wendt, Jen Penn

Motion passes

Jane Wolf made the motion to approve the Executive Session meeting minutes 1/16/24.

Voice Vote

Yay: 5, Nay: 0, Absent: 2

Motion passes

Nancy Sanders made the motion to approve the executive session meeting minutes 10/10/23

Voice Vote

Yay: 5, Nay: 0, Absent: 2

Motion passes

IX. Adjournment

Jane Wolf made the motion to adjourn the meeting at 7:51 pm.

Minutes Submitted by Secretary, Julie Koesler

All Items on the agenda are potential action items.