



**Sandwich Public Library District**  
General Meeting of the Board of Trustees  
Tuesday, February 13<sup>th</sup>, 2024 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:** Nancy Sanders, Heather Lee, Julie Koesler, Jen Penn, Emily Assell and Barb Posinger,  
**Director**

**Absent:** Jane Wolf, Stacy Wendt

II. Additions/Deletions/Changes to Agenda

**None**

III. Public Comment

**Clarification requested on Library District Authority to Spend; Electronic Resources; pronoun usage in policy changes; Funding Accounting**

IV. **ACTION:** Approve Consent Agenda: January 2024 Reports

a. Treasurer's Report

b. Library Account Listing

c. Minutes Approval

i. General Meeting of the Library Board of Trustees: January 16<sup>th</sup>, 2024

d. Department Reports

i. Adult Services

ii. Youth Services

iii. Marketing & Outreach

e. Statistics

**Motion made by Jen Penn to approve Consent Agenda as amended.**

**Voice Vote**

**Yay: 5**

**Nay: none**

**Absent: 2**

**Motion passes**

V. Old Business

a. Grimes Trust Donation – Mural Update

**Discussion on mural in collaboration with the Petite Palette**

VI. Director's Report

VII. New Business

a. Early Voting – 03/04/24 - 03/15/24

b. Landscaping RFP

- c. **ACTION:** Library Closure Request for In-service Training: March 22<sup>nd</sup>, 2024  
**Motion made by Jen Penn to close the library on March 22, 2024 for staff In-service.**  
**Voice Vote**  
**Yay: 5**  
**Nay: none**  
**Absent: 2**  
**Motion passes**

- d. **ACTION:** Phone Upgrade Contract
  - i. Securitas Quote
  - ii. BTS – Breeze VOIP System Quote**Discussion tabled until special meeting scheduled for 2/20/24 at 6pm**

VIII. Committee Reports

- a. Building & Grounds
- b. Finance  
**Discussion on CDs and Money Markets; research to be done and information pending**
- c. Personnel  
**Discussion on Director Evaluation**
- d. Policy
  - i. **ACTION:** Expire Authority to Spend Policy; condense content into Budget & Finance  
**Motion made by Heather Lee to expire Authority to Spend Policy; condense content into Budget & Finance**  
**Voice Vote**  
**Yay: 5**  
**Nay: none**  
**Absent: 2**  
**Motion passes**
  - ii. **ACTION:** Approve updated Budget & Finance Policy  
**Motion made by Nancy Sanders to approve updated Budget & Finance Policy as amended.**  
**Voice Vote**  
**Yay: 5**  
**Nay: none**  
**Absent: 2**  
**Motion passes**
  - iii. **ACTION:** Approve updated Public Comment Policy  
**Motion made by Heather Lee to approve updated Public Comment Policy as amended.**  
**Voice Vote**  
**Yay: 5**  
**Nay: none**  
**Absent: 2**  
**Motion passes**
- e. Strategic Plan

IX. Upcoming

- a. General Meeting of the Library Board of Trustees: Tuesday, March 12th, 2024 at 6:30pm

X. Executive Session:

- a. 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 against an employee of the public body or against legal counsel for the public body to determine its validity.
- b. 5 ILCS 120/2 (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

**Motion made by Jen Penn to enter into Executive Session at 8:10pm for the purpose of 5 ILCS 120/2 (c)(1) & 5 ILCS 120/2 (21).**

**Voice Vote**

**Yay: 5**

**Nay: none**

**Absent: 2**

**Motion passes**

**Motion made by Jen Penn to exit Executive Session at 8:40pm and return to general session.**

**Voice Vote**

**Yay: 5**

**Nay: none**

**Absent: 2**

**Motion passes**

**Results of Executive Session: Discussion of personnel; review of Executive Session minutes**

**Motion made by Heather Lee to approve the Executive Session minutes from 12/7/21; 3/24/22; 4/19/22 and 7/31/23 as amended.**

**Role Call vote**

**Yay: 5**

**Nay: none**

**Absent: 2**

**Motion passes**

XI. Adjournment

**Motion made by Heather Lee to adjourn the meeting at 8:41pm.**

**Voice Vote**

**Yay: 5**

**Nay: none**

**Absent: 2**

**Motion passes**

**Meeting Minutes submitted by Julie Koesler, Secretary**