



**Sandwich Public Library District**  
General Meeting of the Board of Trustees  
Tuesday, March 12<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: Heather Lee, Nancy Sanders, Jen Penn, Jane Wolf, Emily Assell, Barb Posinger-Director**

**Absent: Julie Koesler (arrived at 6:40pm)**

II. Additions/Deletions/Changes to Agenda

**None**

III. Public Comment

**None**

IV. **ACTION:** Approve Consent Agenda | February 2024 Reports

a. Treasurer's Report

b. Library Account Listing

c. Minutes Approval

i. General Meeting of the Library Board of Trustees: February 13<sup>th</sup>, 2024

ii. Special Meeting of the Library Board of Trustees: February 20<sup>th</sup>, 2024

d. Department Reports

i. Youth Services

ii. Marketing & Outreach

e. Statistics

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

**Roll Call Vote**

**Yay: 5**

**Nay: none**

**Absent: 1**

**Motion passes**

V. Old Business

a. In-service

**Staff inservice March 22, 2024 presented by Audie Penn, Leadership & Teamwork**

b. Phone Upgrade Update

**Successful upgrade**

VI. Director's Report

a. HVAC Bill

b. Snow Bill

c. Early Voting

d. Automatic Door

e. Director's University 2.0

**Tech help via IVVC M & T 12:30-2 open to public**

VII. New Business

- a. Landscaping Proposals
  - i. Aztech
  - ii. Grow & Mow
  - iii. Turf's Up
  - iv. Zak's Landscaping

**Motion made by Nancy Sanders to approve hiring the landscape company "Grow & Mow" for the 2024 year.**

**Roll Call Vote**

**Yay: Unanimous**

**Nay: none**

**Absent: none**

**Motion passes**

- b. National Library Week: April 7<sup>th</sup> – 13<sup>th</sup>

**Library Road Trip March 23 through the end of April**

- c. Proposal: New Bank account for License Plate Renewals

**Barb will look into the process of obtaining a bank account**

- d. New Board Member Application and Orientation Process

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

VIII. Committee Reports

- a. Building & Grounds
  - spot vacant: Julie Koesler to fill in**
- b. Finance
  - follow up meeting to be determined**
- c. Personnel
  - Director Evaluation timeline in place**
- d. Policy
  - spot vacant: Emily Assell to fill in**
- e. Strategic Plan

IX. Upcoming

- a. General Meeting of the Library Board of Trustees: Tuesday, April 9<sup>th</sup>, 2024 at 6:30pm

X. Executive Session:

- a. 5ILCS 120/2(c)21

Discussion of minutes of meetings lawfully closed under the 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 Jane Wolf to enter into Executive Session at 7:29 pm for the purpose of 5 ILCS 120/2 (c)(1)**

**Voice Vote**

**Yay: 6**

**Nay: none**

**Absent: none**

**Motion passes**

**Motion made by Jane Wolf to exit Executive Session at 7:36 pm and return to general session.**

**Voice Vote**

**Yay: 6**

**Nay: none**

**Absent: none**

**Motion passes**

**Results of Executive Session: Meetings of Executive Session from 8/8/23, 2/2/24, 2/13/24 reviewed**

**Motion made by Jen Penn to approve the Executive Session minutes from 8/8/23, 2/2/24, 2/13/24 as amended.**

**Role Call vote**

**Yay: 6**

**Nay: none**

**Absent: none**

**Motion passes**

XI. Adjournment

**Motion made by Jane Wolf to adjourn the meeting at 7:38pm.**

**Voice Vote**

**Yay: 6**

**Nay: none**

**Absent: none**

**Motion passes**

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

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