



**Sandwich Public Library District**  
General Meeting of the Board of Trustees  
Tuesday, April 9<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 6:31pm**

**Present: Heather Lee, Nancy Sanders, Jen Penn, Julie Koesler, Jane Wolf, Emily Assell**

**Absent: Barb Posinger, Director**

II. Additions/Deletions/Changes to Agenda

**None**

III. Public Comment

**Clarification on the policy for the Trustee position**

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

a. Treasurer's Report

b. Library Account Listing

c. Minutes Approval

i. General Meeting of the Library Board of Trustees: March 12<sup>th</sup>, 2024

d. Department Reports

i. Adult Services

ii. Youth Services

iii. Marketing & Outreach

e. Statistics

**Amend minutes from March 12th, 2024 by changing "Voice Vote" to "Roll Call Vote" for approving the Consent Agenda.**

**Motion made by Jane Wolf to approve Consent Agenda as amended.**

**Roll Vote**

**Yay: 6**

**Nay: None**

**Absent: None**

**Motion passes**

V. Old Business

a. Director Review Update

b. **ACTION:** Review & Approval of Appointment of Trustee to Board Vacancy Policy

**Amend the words to contain the information that candidates must reside within the district for at least one year.**

**Motion made by Jen Penn to approve the policy as amended.**

**Voice Vote**

**Yay: 6**

**Nay: none**

**Absent: none**

**Motion passes**

VI. Director's Report [topics highlighted and detailed in report due to absence]

a. In-service

b. Levy **Truth & Taxation was successful, thank you to Barb for all her work**

c. Library Road Trip

d. National Library Week

e. New Bank account for License Plate Renewals

VII. New Business

a. **ACTION:** Approve 2024 Pizzo Proposal for Retention Pond Maintenance [2023 proposal provided for reference in packet]

**Motion made by Nancy Sanders to approve the 2024 Pizzo Proposal for Retention Pond Maintenance for \$3,534.00.**

**Roll Call Vote**

**Yay: 6**

**Nay: none**

**Absent: none**

**Motion passes**

VIII. Committee Reports

a. Building & Grounds

b. Finance **Meeting to discuss Special Reserve Funds, we are in compliance**

c. Personnel **Please send Director Evaluations to Julie Koesler by April 17th, 2024;**

**Future meeting to be scheduled**

d. Policy

e. Strategic Plan

IX. Upcoming

a. General Meeting of the Library Board of Trustees: Tuesday, May 14<sup>th</sup>, 2024 at 6:30pm

X. Adjournment

**Motion made by Jane Wolf to adjourn the meeting at 6:51pm.**

**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.*