

**Sugar Grove Public Library District (SGPLD)**  
**Library Board of Trustees**  
Regular Board Meeting Minutes: Wednesday June 26, 2019

**Call to Order and Roll Call**

President Bradley Knechtges called the meeting to order at 6:38 pm CST.

- *Present:* Bradley Knechtges (*President*), Vivian Santos-Buch (*Secretary*), Joy Stokes (*Treasurer*), Pat Graceffa (*Trustee*), and Michelle Damadeo (*Trustee*).
- *Also Present:* Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*).
- *Late Entry:* Jane Klingberg (*Vice President*), 6:42pm.

**Public Comment**

No public.

**Pledge of Allegiance**

**Approval of May 22, 2019 Regular Board Meeting Minutes**

Pat Graceffa motioned to approve the May meeting minutes. Joy Stokes seconded.  
Motion carried.

May 22, 2019 Regular Board Meeting Minutes approved.

**Correspondence**

None.

**Review of Financial Reports**

Shannon reviewed the *May 2019 Expenses by Vendor Summary* report (page 7) and pointed out the following transactions:

- *Cintas* (\$319.58) – fire extinguisher inspection and repair.
- *Greg Lopatka* (\$350.00) – program.
- *“Not Specified”* (\$41,293.55) – payroll.

Shannon also reviewed the *Actual vs. Budget* report (page 8). We are set to come in under budget. Biggest line, payroll, is at about 99.36% of budget, so it will continue to be closely watched. Shannon’s recommendation for the under budget amount is to allocate to savings.

**Approval of the May 2019 Check Register**

Vivian Santos-Buch motioned to approve the May check register in the amount of \$63,660.60. Pat Graceffa seconded.

All in favor.

Motion carried.

May 2019 Check Register approved.

**Director’s Report**

Shannon reviewed her Director’s Report for the period of May to date.

- Looked into *LibGuides* as a possibility for library references. However, it is too expensive and beyond our scope. Will continue to look into alternatives.

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- The Foundation has had good momentum, especially after the Kane County Chronicles article. A dedicated web page (<https://www.sgpl.org/foundation>) has been added to the Library web site until a separate website is developed. A logo and communication flyer were also developed.
- Library of Wonderful Things launched and has been well received by patrons.
- There has been a significant growth in statistics.
- Options for copiers are being explored and several quotes will be evaluated.
- Also exploring options to replace computers in the lab which are now reaching its end of life. Researching option of moving to leasing instead of purchasing them.
- The library's 10<sup>th</sup> anniversary is coming up on August 8<sup>th</sup>. Shannon and Board discussed some ideas to celebrate. Shannon also presented the idea of celebrating as a birthday party during the August 9<sup>th</sup> *Groovin' In the Grove* concert (The Beach Bum Band).

### **Board Representative Reports**

#### Building and Grounds (in Director's report)

- *Beautification* efforts by Grounds Volunteers is going well.
- There was a hardware failure in the women's bathroom door which resulted in an incident/injury with a patron. After patron called the library to report the injury, immediate efforts were taken to address and the door was repaired the following day.
- Shannon and Brad Knechtges met with Oakbrook Mechanical in regards to. Brad reviewed the findings and recommends we look into a chemical program for the system. It is Shannon's understanding that the library has not had a chemical program in the past. Brad will research some options.

#### Finance

Training session will be scheduled with new *Treasurer* Joy Stokes.

#### Personnel/Policy

Will be discussed later in the agenda.

#### Strategic Planning

Brad Knechtges covered the highlights from his presentation at the June 4<sup>th</sup> Village of Sugar Grove Board Meeting. Brad gave a 10 minutes presentation and there were five minutes for questions and answers. After further conversation, the Board recommended that the district map covered during the presentation, be made more visible to patrons. Post on the web site, social medial, and possibly in the lobby. Brad will also reach out to the Village of Montgomery to see if a similar presentation can be made at one of their board meetings.

#### Friends Report

No report.

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**Old Business**

a) Working Budget

- This was discussed last month but no action could be taken due to it not being on the agenda.

Vivian Santos-Buch motioned to adopt the 2019-2020 working budget. Jane Klingberg seconded.

All in favor.

Motion carried.

Working Budget for 2019-2020 adopted.

**New Business**

b) Budget and Appropriation (B&A) Ordinance Hearing Date

- Anticipated adoption date: August 28, 2019.

Vivian Santos-Buch motioned to approve the B&A Ordinance Hearing Date of August 28, 2019. Jane Klingberg seconded.

All in favor.

Motion carried.

B&A Ordinance Hearing Date of August 28, 2019 approved.

c) Policy 420: Social Media policy

- Currently have a procedure and statement in the website, but no policy.
- The policy presented has already been vetted by an attorney.
- Board discussed and recommended two (2) minor changes.

Brad Knechtges motioned to approve Policy 420: Social Media with the two (2) proposed changes. Michelle Damadeo seconded.

All in favor.

Motion carried.

Policy 420: Social Media approved.

d) Policy 920: Freedom of Information Act (FOIA) policy

- Currently have a statement.
- Board discussed and recommended three (3) minor changes.

Brad Knechtges motioned to approve Policy 920: FOIA with the three (3) proposed changes. Joy Stokes seconded.

All in favor.

Motion carried.

Policy 920: FOIA approved.

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e) Policy 930: Open Meetings Act (OMA) policy

- Currently don't have a statement.
- Policy affirms we follow OMA.

Michelle Damadeo motioned to approve Policy 930: OMA as is. Pat Graceffa seconded.

All in favor.

Motion carried.

Policy 930: OMA approved.

f) Trustee Appointment

- One candidate has presented his interested so far. The individual was present in the Village of Sugar Grove Board meeting where the opening was mentioned and subsequently, sent an interest letter. However, he could not attend today's meeting. He has been invited to next month's meeting.
- If any additional candidate(s) surface, preliminary interviews will be coordinated prior to the full board meeting the candidate(s).

**Items for Next Month**

- Library 10<sup>th</sup> anniversary "birthday party"
- Schedule of Fees
- Freedom to Read Affirmation
- Gallery 125

**Adjournment**

Jane Klingberg motioned to adjourn the meeting at 8:15 pm

Voice vote: all yes.

Motion passed. Meeting adjourned.