

## Sugar Grove Public Library District (SGPLD)

### Library Board of Trustees

Regular Board Meeting Minutes: Wednesday January 23, 2019

#### **Call to Order and Roll Call**

President Pat Graceffa called the meeting to order at 6:31 pm CST.

- Present: Pat Graceffa (*President*), Vivian Santos-Buch (*Secretary*), Debbie De Boer (*Treasurer*), Bradley Knechtges (*Trustee*), and Jane Klingberg (*Trustee*)
- Also Present: Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*)
- Absent: Robert Bergman (*Vice President*) and Joy Stokes (*Trustee*)

#### **Public Comment**

None.

#### **Pledge of Allegiance**

#### **Approval of Minutes of December 19, 2018 Regular Board Meeting**

Brad Knechtges motioned to approve the December minutes. Pat Graceffa seconded.

All in favor. Debbie DeBoer and Jane Klingberg abstained.

Motion carried.

Minutes of December 19, 2018 Regular Board Meeting approved.

#### **Correspondence**

- Notes about Frank Rutledge memorial received.

#### **Review of Financial Reports**

Debbie reviewed the *December 2018 Expenses by Vendor Summary* report and pointed out the following transactions:

- US Bank (\$550.00) - for annual bond administration fee.
- Zabinski Consulting (\$432.25) – for audit prep.
- A Touch of Glass and Mirror (\$1,944.86) – for broken glass repair. Insurance adjustor working on getting it reimbursed by insurance company.

#### **Approval of the December 2018 Check Register**

Debbie DeBoer motioned to approve the December check register in the amount of \$50,564.07. Pat Graceffa seconded.

All in favor.

Motion carried.

December 2018 Check Register approved.

#### **Director's Report**

Shannon reviewed her December Director's Report.

- It was a holiday month, with several closings, so lighter on activities.
- Statistics for the month were slightly up.
- Work continues on the Library of Wonderful things. Space being made in the Youth Service room area for storage of some of the items. Discussed possibility of working with Kaneland school district program for student with disabilities, which allows them to develop skills and work towards entering the workforce.

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- Free Pantry is experiencing heavy usage.
- All ballot certifications are submitted to Kane County for Trustee positions.
- Shannon covered several staffing updates.

#### **Board Representative Reports**

##### Building and Grounds (discussed within Director's report)

- Received additional quote for glass repair in reading room.
- Boiler needs repairs. Shannon has received quote for flow switch and ignitor on boiler #2 (\$1,465). Additionally, two heating elements in humidifier unit need repair (\$1,741). Discussion about what the cost of a new humidifier would cost instead.
- Additional items in *New Business*.

##### Finance

No additional report.

##### Personnel/Policy

No additional report.

##### Strategic Planning

In *New Business*.

##### Friends Report

No additional report.

#### **Old Business**

##### a) Annual Report

- Updated annual report reviewed. Several minor visual edits suggested by board.

##### b) Policy 360: Homebound Delivery Volunteer Policy

- Decision made on not reimbursing volunteers for mileage, due to liability.
- Volunteers also need to provide proof of insurance and sign a liability waiver

Vivian Santos-Buch motioned to approve Policy 360. Jane Klingberg seconded.

All in favor.

Motion carried.

Policy 360: Homebound Delivery Volunteer Policy approved.

#### **New Business**

##### a) Electric Lighting Proposal

- Proposals reviewed by board:
  - Proposal #4661 – retrofit main area with LED lighting. \$9,625
  - Proposal #4659 – staff and patron bathrooms. \$4,250.
  - Proposal #5000 – retrofit well and flag light. \$786.25
- Shannon pointed out that this work should pay for itself rather quickly, in the form of electricity cost savings.

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- Shannon recommends accepting only proposal 4661 for chandelier/LED work, so that boiler work can also be paid for.
- *Planned vs Actual* report reviewed. Cost would come out of the *Building and Maintenance* pot and the boiler repair would come out of *Equipment Maintenance*.
- Shannon also recommended that when we hit the 80% mark of the fiscal year, if there is money available, revisit the other proposals.
- Board discussed different options. Proposal of splitting work in two service days, pushing back the second closer to the next fiscal year and using the already purchased bulbs in the meantime.

Pat Graceffa motioned to accept Proposal #4661 with amendment of splitting it into two (2) service visits. Brad Knechtges seconded.

All in favor.

Motion carried.

Holmgren Electric Proposal #4661 approved.

#### b) Natural Gas Bids

- Board needs to approve one of the proposals for contract renewal.
- *Trustee* Brad Knechtges provided great input on natural gas pricing, with some historical background and estimated general market future trend.
- Brad also recommended going with a short contract length because supply forces are expected to push prices down even further in the near future.

Brad Knechtges motioned to accept the Santana Energy Services 12-months proposal. Debbie De Boer seconded.

All in favor.

Motion carried.

New Natural Gas Contract Proposal accepted.

#### c) Resolution 2019-1-23

- Resolution to allow Library Director to sign for the best electricity bid from NIMEC (energy broker).
- Shannon will work with *Trustee* Brad to review bids when they come in. Work has to be done quickly since there is a short window of time and thus no time to run by entire board.
- Recommendation to approve the short version of the two resolution templates provided.

Brad Knechtges motioned to approve the short version of Resolution 2019-1-23. Pat Graceffa seconded.

All in favor.

Motion carried.

Resolution 2019-1-23 approved.

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d) Library Foundation By-Laws Review

- Jessica Fese is stepping down from the Foundation Board for personal reasons. Will need to look for a new President.
- Draft of Bylaws reviewed. Jane pointed out the latest changes.
- Next Foundation Board meeting is not yet on the calendar.

Vivian Santos-Buch motioned to approve the Library Foundation Bylaws. Debbie De Boer seconded.  
All in favor.

Motion carried.

Library Foundation Bylaws approved.

e) Staff Development Day

- Second annual Staff Development Day proposed for Tuesday April 9, 2019.
- The focus will be on code of ethics, freedom to read, diversity, and other library related topics. Shannon is looking for speaker(s).

Vivian Santos-Buch motioned to authorize library closure on Tuesday April 9, 2019 for Staff Development Day. Brad Knechtges seconded.

All in favor.

Motion carried.

Library Closure for Staff Development Day approved.

f) Proposed Development in Sugar Grove

- Shannon discussed the recent events related to the proposed TIF (Tax Increment Finance) district proposal.
- There was an immediate outcry from village residents and large participation in meetings.
- An emergency meeting with attorneys was planned and held on Monday at the library. The library was chosen as location before speaking with Shannon or scheduling room. 200 were expected. Shannon discussed with village, did not charge for the room, but asked that they scheduled online in the future.
- Also, residents-organized signature collection for petition held at the library. This was not organized by or with the library. Shannon spoke with organizers on how library is a place for civic dialogue, but needs to be in the café, without interfering with access or harassing patrons.
- Shannon reviewed how a TIF would impact our library operations. It would handicap library for 23 years on the growth of any revenue. TIF will also impact Elburn significantly.

**Items for Next Month**

- None

**Adjournment**

Debbie De Boer motioned to adjourn the meeting at 8:33 p.m. Pat Graceffa seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.