

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday October 24, 2018

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*), Joy Stokes (*Trustee*), Jane Klingberg (*Trustee*), and Bradley Knechtges (*Trustee*)
- *Also Present:* Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*)
- *Absent:* Robert Bergman (*Vice President*)

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of September 26, 2018 Regular Board Meeting

Joy Stokes motioned to approve the minutes. Debbie De Boer seconded.

All in favor.

Motion carried.

Minutes of September 26, 2018 Regular Board Meeting approved.

Correspondence

Library received note from Kendall County Coroner after visit with Shannon, and several thank you notes from Authors' night.

Review of Financial Reports

September 2018 Expenses by Vendor Summary report (page 6) were reviewed.

Approval of the September 2018 Check Register

Debbie DeBoer motioned to approve the September check register in the amount of \$45,139.86. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

September 2018 Check Register approved.

Director's Report

Shannon reviewed her September Director's Report.

- She shared copy of the revamped library newsletter.
- Holmgren Electrics sent email with quotes for electrical work, however, unable to open file so the matter remains pending.
- Audit was held the first week of September.
- National Library Sign Up month was held.
- September monthly circulation statistics are slightly up.

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Board Representative Reports

Building and Grounds

- One of the internal glasses (two layers) in the children's department broke. Police assessment is that it was not vandalism. Based on conversation with the officers and insurance, it appears that there was a weak spot which made it susceptible to cracking, possibly during the recent wind storm. Glass expected to arrive next week. In the meantime, tarp in place and area remains closed.
- Work being done to address some issues with Wi-Fi.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

- Brad Knechtges provided an update on the annual report process. Work continues on the document.
- Team will be meeting a second time and plan to share a draft with the board for next meeting.

Friends Report

- Pancake breakfast is scheduled for Saturday October 27, 2018.
- Grounds day held.

Old Business

None

New Business

a) Policy 350: Homebound Delivery Program

- Planned for January 2019.
- Extensive research has been conducted to create this program.
- This is meant for someone with a definite disability or recovering from a surgery.
- Materials to be delivered every three (3) weeks.
- Policy reviewed by board. Several changes recommended so action/vote will be postponed until next meeting when final draft is reviewed.

b) Annual Levy

- Deadline is the last day in December.
- In order to allow for enough time, Shannon is presenting a first draft one more in advance, and then plan on passing it the following month.

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- Levy is keeping in line with the Consumer Price Index (CPI), which will then be reduced by the limiting rate.
- c) Annual Report Draft
- Already discussed in *Strategic Planning* section.
- d) Overnight Parking in the Library Parking Lot
- Matter of creating a policy was discussed. Board agreed to wait and see if the issue dissipates.
- e) Strategic Plan Update (page 29)
- Shannon provided an update on the Strategic Plan for the 2017/2018 period.
 - This is a plan through 2020.

Closed Session: Annual review of the Director by the Board of Trustee

7:38pm – Jane Klingberg motioned to go into close session. Pat Graceffa seconded.

8:39pm - At this time, Debbie DeBoer motioned to end the closed session. Jane Klingberg seconded the motion.

Open Session: Annual salary and work agreement of the Director by the Board of Trustee

8:39pm - Debbie DeBoer motioned to go back into open session. Pat Graceffa seconded.

- Shannon was asked to define more specific metrics on her goals. Asked to provide an update to the Board during the mid-year point.
- A 2% salary increase was approved for *Library Director* Shannon Halikias. An additional stipend of \$9,000 was also approved to assist with medical insurance and other benefits expenses.

All in favor.

Motion carried.

Library Director Salary approved.

Adjournment

Pat Graceffa motioned to adjourn the meeting at 8:40 p.m. Debbie DeBoer seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.