

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees

Regular Board Meeting Minutes: Wednesday December 20, 2017

Call to Order and Roll Call

Vice President Pat Graceffa called the meeting to order at 6:38 pm CST.

Present: Pat Graceffa (*Vice President*), Robert Bergman (*Trustee*), Joy Stokes (*Trustee*), Debbie De Boer (*Treasurer*), Vivian Santos-Buch (*Secretary*), and Jane Klingberg (*Trustee*).

Absent: Anthony Oliver, *President*

Also Present: Library Director Shannon Halikias

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of November 15, 2017 Regular Board Meeting

Debbie DeBoer motioned to approve the minutes. Joy Stokes seconded.

All in favor.

Motion carried.

Minutes of November 15, 2017 Regular Board Meeting approved.

Correspondence

A verbal thank you received from a patron regarding the workshop led by *Trustee* Jane Klingberg.

Review of Financial Reports

November 2017 Expenses by Vendor Summary Report (p. 8-10 of packet) - *Treasurer* DeBoer stated that this month's report was very short as not many checks were cut, and none of the expenses are out of the ordinary. Debbie pointed out that the *Baker & Taylor* checks are always processed as separate checks, by category because that is how they invoice. Shannon explained it is also a processing requirement for reporting purposes, to have them invoiced individually. Shannon has asked a representative to see if there is an option to do just one invoice/one check, but there is currently no solution.

Approval of the November 2017 Check Register

Vivian Santos-Buch motioned to approve the November check register in the amount of \$13,179.05. Debbie DeBoer seconded.

All in favor.

Motion carried.

November 2017 Check Register approved.

Director's Report

- *Director* Shannon Halikias reviewed her written report for November 2017 (p. 11 - 12).
- This month *Zabinski Consulting* worked on the Levy. This upcoming month she will be working on the Annual Disclosure (for bond purposes).

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- “Holiday in the Grove” even was very successful with an over 100 people increase.
- Shannon was out for two weeks this past month, but *Assistant Director* Genna Mickey and the library staff did a great job managing the library.
- “Food for Fines” event happens during the holiday season and it is typically very popular.
- Slight decrease in circulation, but increase over two-years period. Social media and computer sections continue to be very successful.
- Have received reports from our internet provider (MediaCom) on Copyright Violations over the library’s Wi-Fi network. There is a patron who is using the network to do “peer to peer sharing” and completing illegal downloads. As a solution, BitTorrent have been installed, which will hopefully address the problem. This topic led to conversation on the Library’s Code of Conduct and the possibility of posting the conduct expectations in the computer lab and throughout the library.
- Shannon discussed the MAGIC Director’s Report from the latest MAGIC meeting. The document goes into detail on the migration process and the new fees which are slated to start in May. A “Patron Education Initiative” will start in the beginning of the year to educate patrons on the merger process – impact to patrons will be minimal. Shannon also discussed the Deferred Disbursement the library will have for the next five (5) year, which is to offset the increased cost for. The numbers in this material are still tentative because the final dissolution date is still to be determined. In regards to the disbursement check, once it is received, Shannon’s recommendation continues to be to put it on reserves.

Board Representative Reports

Building and Grounds (discussed during Director’s Report)

- After speaking with *Vice President* Pat Graceffa, Shannon accepted the quote from *J and F Concrete Lifting* to perform the concrete work. Work will commence once temperature increases.
- Entire library grounds were mulched.
- Ongoing Boiler concerns. Ryan Griffin (Building Services) has been leading the assessment of the situation (see page 24 of packet). Ryan is working with *Oakbrook Mechanical Services*. They have discovered that issues throughout the years have been only temporarily fixed (“Band-Aid solutions”). The ideal solution is to correctly repair these, rather than have to replace.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

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No report.

Friends Report

Pat Graceffa spoke about the pinecone project they did for Holiday in the Grove. Says the kids enjoyed it very much and will be a good activity to repeat next year.

Old Business

a) Roof Repair

- All roof repair work has been completed. Shannon is very pleased with the results. The contractor provided Shannon with pictures of all repairs done.

b) Per Capital Grant (page 25 – 30)

- The board affirmed that we all completed the webinar and material to be reviewed as part of the grant. The entire per capita grant goes towards materials.

The board voiced their affirmation.

New Business

a) Policy 900: Harassment, Discrimination, and Retaliation (page 17 – 21)

- On 11/16/2017, Illinois General Assembly passed an amendment to the Ethics Act mandating a sexual harassment policy to be adopted within 60 days (a short window of time).
- The policy and complaint procedure will be reviewed during Staff Development day.

Joy Stokes motioned to approve Sugar Grove Policy 900: Policy Prohibiting Harassment, Discrimination and Retaliation. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Policy 900 approved.

b) Resolution 2017-12-20 (page 22 – 23)

- As per mandated by the Illinois General Assembly, a resolution or ordinance must be passed to support the above policy.

Debbie DeBoer motioned to approve Resolution 2017-12-20. Jane Klingberg seconded.

All in favor.

Motion carried.

Resolution 2017-12-20 approved.

Items for Next Month's Agenda

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- Library Code of Conduct
- Revised Director's Goals

Adjournment

Motion: To adjourn the meeting at 7:36 p.m. Motion by Debbie DeBoer, seconded by Joy Stokes. Voice vote: all yes. Motion passed.