

**Sugar Grove Public Library District
Library Board of Trustees
February 26, 2015
Board Meeting Minutes**

Call to Order and Roll Call

Vice President Pat Graceffa called the meeting to order at 7:00 PM

Present:

Robert Bergman, Trustee; Bill Durrenberger, Trustee; Louise Coffman, Treasurer; Pat Graceffa, Vice President; Melissa Flint, Secretary; Shannon Halikias, Director; Genna Mickey, Adult Service Manager.

Absent: Anthony Oliver, President; Art Morrival, Trustee

Public Comment

None

Pledge of Allegiance

Approval of the January 22 2014 Minutes – Action

Motion to approve the minutes of the January 22, 2015 Regular Board Meetings. Motion by Durrenberger. Second by Coffman. Roll Call Vote: Bergman – yes. Durrenberger – yes. Coffman – yes. Graceffa – yes. Flint – yes. Motion Passed.

Correspondence

Received Target Grant for \$1,000.00 to go towards summer programming. Future Target grants are not available. Coffman notes that Target does still have available field trip grants.

Tax cap .80% extension notice received to help plan with budget.

Review of Financial Report

Treasurer Coffman reports that the finances are in good order for the year.

Approval of December 2014 Check Register – Action

Motion: To approve the February 2015 Check Register of electronic payments and checks. Motion by Coffman. Second by Flint. Roll Call Vote: Bergman – yes. Durrenberger – yes. Coffman – yes. Graceffa – yes. Flint – yes. Motion Passed.

Directors Report

Halikias introduced Genna Mickey the new Adult Service Manager who is excited to join the team and serve the library patrons.

Halikias attended the MAGIC board of directors approved holding restrictions on new materials allowing patrons to get new materials faster with better displays patrons will be able to view books although browsing will be limited.

The Wooddale public library has donated like new books as they have extra copies of newer books.

The magic board suggested a reduction of fees to library's to become members up to a 10% reduction over the next few years

In the legislative meeting Halikias was able to receive updates on pending legislation that may have a tremendous impact on finances should it pass.

Coffman attended the trustee form including topics on technology, struggles with board's and a legislative update; making for a productive day.

Library closings were made due to blizzard conditions with the consultation of President Oliver and Vice President Graceffa. The blizzard conditions damaged the door sensor causing the doors to be stuck open no other known damage occurred. The manufacturer of the door sensor provided a discounted upgrade to the door sensor so the sensors are more waterproof and power washing of the building can be done in the future. The cost of the upgraded door sensor and installation was \$1,588.00 and an insurance claim was filed to mitigate the cost by \$588.00 because of a \$1,000.00 deductible.

New transfer station is working well. A new charging station has been added to the technology lab to charge patrons devices. Gaming has been introduced to the zone allowing check out controllers to game within the zone. Management is working to reorganize children's department materials so that they are in one place and usage can be increased.

A potential Tiff is proposed. The Sugar Grove Library serves on the review board. Halikias will attend the meeting.

Board Representative Reports

Budget and Finance

See financial report

Building

New electronic sensors in the front doors will allow for power washing of the building

Grounds

Coffman and Halikias did a survey of the grounds as bidding of the landscaping and parking lot resurfacing.

There is a controlled burn in the spring of the prairie and would be a potential program

Bylaws

none

Long range Planning

Pat inquires upon an update on recommendations by our financial institution for future budgets. Halikias will inquire Ehlers about further information on a comprehensive financial plan that the board is expecting.

Personnel

See directors report

Policy

none

Technology

none

Special

None

Friends Report

Vice President Graceffa needs to find candidates for officers of the Friends Group

Old Business

Trustee Training

Art attended ILA meeting but will present when he is present.

New Business

Budget Process - Discussion

Trustees need to take survey provided by Halikias on board member priorities on the development of the Fiscal Year 2015-2016

Halikias reviewed roofing warranty which is expired. Halikias will seek estimates for repairs what could include a \$500 charge. Halikias agrees with Graceffa that the roof and building leakage is a priority. Halikias is looking to find a local reputable union contractor.

The parking lot is in poor condition and needs to be seal coated and striped. There are repairs that need to be made. Halikias will be getting estimates.

Floors may need to be cleaned and cork in the coffee room may be needed to be sealed suggested by Graceffa.

Halikias suggests that library technology should be replaced on a schedule and she will be working with the tech specialist to organize this to reduce unpredictable repairs.

Coffman suggests that the library installs windmills to offset the \$2,000 per month electricity bill. Coffman suggests that grants and research could be done to make sure a loss is not encountered. Halikias suggests that board members meet with Waubensee community college to create a work research project.

Halikias staff has also suggested community gardens and wedding rental.

Conversation to be continued at next meeting

Adjourn

Motion to adjourn by Durrenberger at 7:41 PM. Second by Graceffa. Voice vote: all yes.
Motion Passed

Minutes respectfully submitted:

Melissa Flint