

**Sugar Grove Public Library District
Library Board of Trustees
July 24, 2014
Board Meeting Minutes**

Call to Order and Roll Call

Secretary and Vice President Anthony Oliver called the meeting to order at 6:00pm.

Present: Louise Coffman, Treasurer, Robert Bergman, Trustee; Pat Graceffa, Trustee; Bill Durrenberger, Secretary; Art Morrival, Trustee; Anthony Oliver, Vice President; and Carol Dolin, Director.

Absent: None.

Public Comment

None.

Pledge of Allegiance

President's Report

- a. Oliver reviewed the sections of Bylaws covering Trustee vacancies and election or appointment of Board Officers. i) the Board President makes a recommendation to fill an unexpired officer's term. ii) the Vice President assumes the duties of Board President in his or her absence. iii) vacancies in the office of library trustee shall be declared by the Board and filled by the Board in accordance with applicable law.

Oliver assumed the position of Board President. Oliver recommended Pat Graceffa for Vice President. Graceffa accepted the nomination.

Motion: Durrenberger moved to appoint Graceffa to the office of Board Vice President. Coffman seconded. Roll call vote: Coffman – yes, Bergman – yes, Graceffa – abstain, Durrenberger – yes, Morrival – yes, Oliver – yes. Motion carried.

Secretary's report and approval of Minutes of June 26, 2014 Regular Board Meeting.

Motion: To approve the minutes of June 26, 2014 Regular Board Meeting. Motion by Durrenberger. Second by Graceffa. Roll call vote: Roll call vote: Coffman – yes, Bergman – yes, Graceffa – yes, Durrenberger – yes, Morrival – yes, Oliver – abstain. Motion carried.

Correspondence

Herkes letter of resignation was included in the Board Packet.

Review of Financial Reports

Coffman reviewed June 2014 financial reports included in the Board Packet. The library finished the year having collected 99.1% of anticipated revenues and expending 97.8% of the budget. These are the unaudited numbers and there will be some adjustments,

but we anticipate no major changes. The Montgomery impact fees helped to bring the revenues in closer to budget as it partially offset the cancellation of property taxes. Blackberry Township notified us of a settlement in land values. The settlement applies to 2012, 2013, and 2014, so three fiscal years. Revenues subject to the adjustment received last year will be subtracted from this year along with any adjustment to this year's revenues. Most of the affected land is not in our district, so it appears as if it should have a minor impact on us. The audit fieldwork begins the first week of August or the first week of September if the accountant is not available to prepare on time for August.

Approval of June 2014 Check Register

Motion: To approve the June 2014 Check Register of electronic payments and checks for \$27,678.33. Motion by Durrenberger. Second by Coffman.

Discussion: The Library made minor payments to other libraries for materials lost or damaged by our patrons. Other libraries pay these fees to Sugar Grove as well. As was discussed at a previous Board Meeting, the Library purchased a special package of non-fiction and reference eBooks for the Gale Virtual Reference Library online resource at a cost of \$7500. The first payment of \$3,750 was in June, and a second payment will be made in FY 2014-2015.

Roll call vote: Coffman – yes, Bergman – yes, Graceffa – yes, Durrenberger – yes, Morrical – yes, Oliver – yes. Motion carried.

Library Report

Dolin reviewed the reports included in the Board Packet, including statistics. Traffic and usage are up 25% over last fiscal year and 50% over the previous year. Teen materials are moving like crazy even though the Teen Zone is not heavily used. Sundays continued to be a bit slower in June. eBooks and downloadable audio books collections and circulation is growing. The library purchases eBooks from several different programs including Overdrive's eMediaLibrary and Advantage Program, eRead Illinois, and Gale Virtual Reference Library. The new staff copier has been installed. The contract cost is lower and the machine is more efficient than the old copiers, so costs will decrease this year. Trustees asked Dolin to send a certificate of recognition for Herkes outstanding contribution in his time on the Board.

Board Representative Reports

Building – the roof is leaking near the circulation desk. The skylights and metal roof need sealing. Dolin tried to call some roofing companies, but did not get any response. The insurance adjuster said the cause of the leak is required maintenance, not storm damage and the portion covered by insurance would not exceed the deductible. Dolin has submitted two grant applications for assistance with re-lamping and is waiting for responses.

Grounds – the monument sign is still out, but we have not been able to reach anybody who can do the repairs. Dolin reached out to administrators at the other local government agencies to see if they have contacts. Russ, a volunteer from Spring Bluff, had donated his time, plants, and equipment to try to improve the prairie planting. He burned it off in the spring and will do so again in the fall. There are many fewer thistles.

A-1 will meet with Dolin and Coffman on Monday to discuss bush and tree trimming and weed control.

Long range planning will wait until September when the Financial Plan should be finished.

Staff evaluations are nearly complete.

Policy - Unattended Children Policy and Patron Conduct / Behavior Policy

Additional programs and traffic have brought more people of all ages into the building. At present, the library does not have a policy that offers guidelines on the use of the library without disrupting others. The two policies working in conjunction give staff tools to maintain an environment conducive to appropriate use of the various spaces in the library by a wide variety of people. Trustees requested that the sentence with in locum parentis be removed. Dolin will do so before distributing the policy.

Motion: To adopt the Unattended Children Policy as amended and the Patron Behavior Policy as presented. Motion by Durrenberger. Second by Oliver. Roll call vote: Coffman – yes, Bergman – yes, Graceffa – yes, Durrenberger – yes, Morrill – yes, Oliver – yes. Motion carried.

Coffman and Graceffa departed the meeting at 6:40pm.

Technology – still waiting for parts of the server and upgrade of PC and print management must wait for the server.

Special (Community Relations)

Friends Report

None.

OLD BUSINESS

Building Bonds – refunding possibilities

- a. Dolin met with Steve Larson from Ehlers and Associates to provide documents and information as needed. He will prepare a report and three different scenarios for refunding. He will discuss the process. He needs one more piece of information. Dolin will send that ASAP.

Unattended Children – see Policy section above.

Ethics Ordinance

The Board adopted the Ethics Ordinance at the June meeting, but Herkes was the Ethics Officer and was unavailable to sign the Ordinance. This is intended to replace the June 2014 Ethics Ordinance.

Motion: To adopt Ordinance 14-07-01 Ethics Ordinance as presented. Motion by Durrenberger. Second by Bergman. Roll call vote: Bergman – yes, Durrenberger – yes, Morrill – yes, Oliver – yes. Motion carried.

NEW BUSINESS

Trustee Vacancy

Dolin presented a draft of a posting seeking new trustee candidates. The Board must declare a vacancy.

Motion: To accept the resignation of Dan Herkes and declare a vacancy on the Board. Motion by Morrical. Second by Bergman. Voice vote: All yes. Motion passes.

Annual Financial Audit

The packet included a draft of Weber and Associate's proposal for the annual financial audit. The price was not included in the original quote, but is the same as FY 2012-2013 at \$10,000. Dolin has an updated quote that includes the price for Board signatures.

Motion: To accept Weber and Associates proposal to perform the annual financial audit at a cost of \$10,000. Motion by Durrenberger. Second by Morrical. Roll call vote: Bergman – yes, Durrenberger – yes, Morrical – yes, Oliver – yes. Motion carried.

Patron Behavior/Conduct Policy – see Policy section above.

Annual Report – IPLAR

Dolin provided a copy of the report for Board signature. Coffman and Bergman had previously completed the Secretary's Audit of the minutes. This satisfies the requirement for the Per Capita Grant.

Executive Session

None.

Merrill Poloian will retire on August 30, 2014. Poloian has requested that we not have a party. We are exploring other ideas to recognize her service and contribution to the Library.

Agenda items for August 28, 2014 Board Meeting

Budget and Appropriation Hearing before the regular meeting, Ehlers and Associates report and recommendation about the bonds, trustee vacancy.

Adjournment

Motion: To adjourn the meeting at 6:55 pm. Motion by Durrenberger. Second by Morrical. Voice vote: all yes. Motion passed.