

**Sugar Grove Public Library District (SGPLD)**  
**Library Board of Trustees**  
Regular Board Meeting Minutes: Wednesday March 27, 2019

**Call to Order and Roll Call**

President Pat Graceffa called the meeting to order at 6:30 pm CST.

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

**Public Comment**

None.

**Pledge of Allegiance**

**Approval of Minutes of February 27, 2019 Regular Board Meeting**

Debbie DeBoer motioned to approve the February minutes with the clarification that Deb will follow up with Shannon regarding the \$150 expense note under the Review of Financial Reports section. Pat Graceffa seconded.

Motion carried.

Minutes of February 27, 2019 Regular Board Meeting approved.

**Correspondence**

- Thank you note received from patron.

**Review of Financial Reports**

Debbie reviewed the *February 2019 Expenses by Vendor Summary* report and pointed out the following transactions:

- *Holgren Electric* (\$125) – café lights.
- *“Not Specified”* (\$687,517.66) – payroll bond.

**Approval of the February 2019 Check Register**

Debbie DeBoer motioned to approve the February check register in the amount of \$704,408.95. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

February 2019 Check Register approved.

**Director’s Report**

In Shannon’s absence, Genna Mickey reviewed the February Director’s Report.

- Lifelong Learning Institute continues planning for the upcoming Gallery 125 show on April 7.
- Genna stated that Shannon has been doing tours of different digital spaces.
- Conversations with MetroNet about their proposal continue. Still looking into options for lower price.
- Levy confirmation included the packet.
- Received notice for full funding of Per Capita Grant.

**Sugar Grove Public Library District (SGPLD)**  
**Library Board of Trustees**  
Regular Board Meeting Minutes: Wednesday March 27, 2019

- Statement of Economic Interests are coming. Should check emails. They are due May 1<sup>st</sup>.
- Circulation is going up, as are eBooks.
- Damaged downspout (from winter damage) has been repaired.
- Trustee Elections reminders included in packet (page 35).
- The Adult and Teen department book club will be featured in the American Library Association (ALA) publication!

**Board Representative Reports**

Building and Grounds

- Trustee Brad asked about downspout in the front of the library. On a particularly rainy day, it appeared to be overflowing. He has already discussed with Shannon.

Finance

With the upcoming seating of the new Board, Pat asked for clarity on the main duties of the Treasurer. Deb provided the following main tasks and also offered to come back after May to train the new Treasurer:

- Verify that every check matches what's in the invoice.
- Stay on top of late fees.

Personnel/Policy

No additional report.

Strategic Planning

No additional report.

Friends Report

No additional report.

**Old Business**

a) Metronet Proposal

- Discussed in Director's report. No additional information at this time.

**New Business**

a) Financial Chronology for Fiscal Year 2019-2020 (page 23)

- Board reviewed Chronology.

Vivian Santos-Buch motioned to approve the 2019-20 Financial Chronology. Brad Knechtges seconded.

All in favor.

Motion carried.

Financial Chronology for Fiscal Year 2019-2020 approved.

b) Library of Wonderful Things (page 25)

- Board reviewed policy and provided a few suggested changes.
- Jane Klingberg suggested that fines (like Late Fines) be increased to encourage patrons to return items promptly.

**Sugar Grove Public Library District (SGPLD)**  
**Library Board of Trustees**  
Regular Board Meeting Minutes: Wednesday March 27, 2019

- Brad Knechtges recommended that the Fee Schedule be removed from the policy and moved to the procedure document.

Debbie DeBoer motioned to approve the Library of Wonderful Things policy, Policy 210 with the suggested changes. Brad Knechtges seconded.

All in favor.

Motion carried.

Policy 210 approved.

c) Staff Development Day

- Board reviewed the proposed Agenda for the upcoming Staff Development Day on April 9, 2019.

d) Budget Planning

- Shannon is hoping Board will review the report, which will be discussed in upcoming meeting.
- No large projects planned until after the new fiscal year starts in July 2019.

**Items for Next Month**

- Metronet Proposal.

**Adjournment**

Vivian Santos-Buch motioned to adjourn the meeting at 7:35 p.m. Pat Graceffa seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.