

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

Regular Board Meeting Minutes: Wednesday December 18, 2019

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:35 pm CST.

- *Present:* Bradley Knechtges (*President*), Vivian Santos-Buch (*Secretary*), Joy Stokes (*Treasurer*), Pat Graceffa (*Trustee*) and Michelle Damadeo (*Trustee*).
- *Also Present:* Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*).
- *Absent:* Jane Klingberg (*Vice President*), and Tommy Thomson (*Trustee*)

Public Comment

No public.

Pledge of Allegiance

To accommodate guest presenters, item 10B from the agenda (Live & Learn Grant) was moved up. Michelle Damadeo motioned to accept the change in the order of the agenda. Pat Graceffa seconded.

Old Business

b) Live and Learn Construction Grant

- Meetings have been held with Cordogan, Clark & Associates, local architectural, planning and engineering firm, who agreed to help the library with the completion of the Live and Learn Construction Grant application.
- The firm has also already provided the library with a full facilities/building assessment as well as an ADA assessment review, free of charge.
- Representatives from the firm were present and reviewed the results of their assessments, specifically the ADA assessment, as well as their proposed draft floor plans, design ideas, suggestions, options, etc.
- Board reviewed floor plan drafts and grant application. Board also provided some feedback on the floor plan proposals.

Michelle Damadeo motioned to authorize proceeding with the project and grant submission. Joy Stokes seconded.

Motion carried.

Authorization to proceed with the project and grant submission approved.

Approval of November 20, 2019 Regular Board Meeting Minutes

Michelle Damadeo motioned to approve the November meeting minutes. Vivian Santos-Buch seconded.

Motion carried.

November 20, 2019 Regular Board Meeting Minutes approved.

Correspondence

None

Review of Financial Reports

Board reviewed the *November 2019 Expenses by Vendor Summary* report. Out of the ordinary transactions:

- *Canon* (\$752.40) – Covers several months.
- *LIMRICC Unemployment Group* (\$84.31) – unemployment insurance.

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- Sarah Hammond (\$381.91) – new employee's first paycheck, not yet set up for direct deposit.
- Showalter Roofing Services (\$2,600.00) – roof repair
- Weblinx Incorporated (\$460.00) – Web hosting
- Zabinski Consulting (\$1,549.00) – includes consulting related to budget, audit prep and review of levy

Approval of the November 2019 Check Register

Joy Stokes motioned to approve the November check register in the amount of \$71,497.73. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

November 2019 Check Register approved.

Director's Report

Shannon reviewed her Director's Report for the period of October to date.

- Annual report finalized. Slideshow posted on webpage.
- Fox Valley Park District is discontinuing their Show Mobile. The Sugar Grove Arts & Entertainment Committee (SGAEC) will approach them to see if they will consider donating it to the SGAEC.
- Circulation had a stellar month.
- Pancake breakfast on October 26, 2019 was a success.
- Second Annual Indie Author Day on November 16, 2019 was also a success.

Board Representative Reports

Building and Grounds

None.

Finance

None.

Personnel/Policy

None.

Strategic Planning

Will be discussed later in the agenda.

Friends Report

- Pat Graceffas asked Shannon about sharing library statistics during the January Foundation meeting.
- Brad suggested adding a section on the agenda or combing it with the Friend's agenda item for Foundation topics.

Old Business

a) Trustee Fact File – Chapter 11-14 Review

- Trustees reviewed chapters.

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New Business

a) Per Capita Grant 2020

- Board reviewed the Grant application.

Pat Graceffa motioned to approve grant application for submission. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Per Capita Grant 2020 Application approved.

b) Scan Ex Proposal

- Shannon reviewed the Scan Ex Proposal with the Board. The recommendation is not to replace the coin tower at this time, and instead purchase the scanner itself, with software.
- Proposal of payment plan (not leasing, so we would own it at the end of the term) is \$2,105 in five (5) annual payments. Payments include the additional costs for maintenance, credit card readers, translations services, etc.
- Keep in mind that with this software, we will not need fax services and thus can drop AT&T deal, saving about \$3,000 annually.

Pat Graceffa motioned to approve payment plan proposal. Joy Stokes seconded.

All in favor.

Motion carried.

Scan Ex Proposal approved.

c) Annual Report

- Annual Report was reviewed by the Board.
- Minor final suggestions made.

Items for Next Month

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Adjournment

Pat Graceffa motioned to adjourn the meeting at 8:46pm. Michelle Damadeo seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.