

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday November 20, 2019

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:30 pm CST.

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

Public Comment

No public.

Pledge of Allegiance

Approval of October 23, 2019 Regular Board Meeting Minutes

Vivian Santos-Buch motioned to approve the October regular meeting and closed meeting minutes. Pat Graceffa seconded.
Motion carried.

October 23, 2019 Regular Board Meeting Minutes (Regular and Closed) approved.

Correspondence

- Received two thank you notes from Waubensee Lifelong Learning for the Library's partnership with the Institute.
- Also a thank you note from Amanda Thornton from College of Dupage. Amanda completed a practicum at the library this past semester.
- Just received a notice for a new TIF (Tax Increment Financing). Shannon will be attending an upcoming meeting.

Review of Financial Reports

Shannon reviewed the *October 2019 Expenses by Vendor Summary* report and pointed out the following transactions:

- *Pekin Insurance* (\$7,251.00) – yearly premium.
- *SWAN Library Services* (\$3,115.93) – quarterly consortium fee.
- *Weber & Associates CPA, LLP* (\$8,000.00) – audit.
- *Not Specified* (\$43,911.08) - Payroll higher than usual because it includes two cycles for October and one for November.

Approval of the October 2019 Check Register

Vivian Santos-Buch motioned to approve the October check register in the amount of \$76,697.41. Michelle Damadeo seconded.
All in favor.

Motion carried.

October 2019 Check Register approved.

Director's Report

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

- Shannon completed several webinars.

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- Presentation to the Village of Montgomery and Sugar Grove Township boards.
- Slight decrease over the last fiscal year, possibly related to the early change in weather, but still almost 4% over the last two years.
- Cannon and TBS continue to work through issues over copier/printer.
- Pancake Breakfast was a huge success. Shannon thanks the Friends of the Library.
- Shannon also informed the board she restructured her goals for the year, as recommended by the Board.

Board Representative Reports

Building and Grounds

- Leak in the Story Time room has been serviced. Stained ceiling tiles are being replaced in the room and throughout the library. Also some touch up paint.
- Live and Learn Construction Grant discussion (see below, under *Old Business*).

Finance

None.

Personnel/Policy

None.

Strategic Planning

- Work on the Annual Report continues.
- Village of Montgomery and Sugar Grove Township presentations. Montgomery Board asked that the same presentation be given to the Montgomery Rotary. This meeting is set for January.
- Brad also attended the Kaneland School District meeting as a spectator. He introduced himself to the Board.
- Brad provided a quick summary of his attendance to the ILA conference. He spoke with several vendors and attended several presentations. Shannon will forward a written conference brief Brad provided.

Friends Report

- Pancake Breakfast was a success. \$1,000 was raised, which were matched for a total of \$2,000.
- Board discussed on how to best use the funds for the purchase of the scanner and coin tower.
- Foundation meeting held. Several individuals are interested in participating. A donation was also received.

Old Business

a) Live and Learn Construction Grant

- Brad updated the Board regarding the grant.
- Shannon and Brad met with the original architects of the library. Given the limited timetable before the January deadline, they have agreed to assist by providing what is needed for submission at no cost. Even if we do not get the grant, this document will serve as a Facilities Plan which the Library needed anyway.
- The library may still chose to go through the process of public bidding when the time comes.

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New Business

a) Levy Ordinance 2019-11-20

- Shannon reviewed the document with the Board.
- Kelly Zabinski also reviewed and approved the Levy in the amount of \$1,433,600.

Vivian Santos-Buch motioned to approve the Levy Ordinance 2019-11-20. Pat Graceffa seconded.
All in favor.

Motion carried.

Levy Ordinance 2019-11-20 approved.

b) HRA Reauthorization

- Shannon recommends that it is passed at the same amount as last year, \$1,300 per employee for calendar year 2020.
- Continue to evaluate possibility of increasing amount.

Michelle Demadeo motioned to approve HRA Reauthorization. Pat Graceffa seconded.
All in favor.

Motion carried.

HRA Reauthorization approved.

c) Holiday Closing Schedule for 2020

- Days that the library is closed.
- Schedule reviewed by the Board.

Vivian Santos-Buch motioned to approve the Holiday Closing Schedule for 2020. Michelle Demadeo seconded.

All in favor.

Motion carried.

2020 Holiday Closing Scheduled approved.

d) Board Meetings Schedule for 2020

- Fourth Wednesday at 6:30pm.
- Board recommended some minor changes, including change to the wording on the bottom of the schedule to highlight the three exceptions that will be held on the third week instead of the fourth.

Vivian Santos-Buch motioned to approve the Board Meetings Schedule for 2020 as amended. Pat Graceffa seconded.

All in favor.

Motion carried.

2020 Board Meetings Schedule approved.

e) Chapter Review of "Serving Our Public; Standards for Illinois Libraries" Chapter 3

- Shannon and the Board discussed the information in Chapter 3 and how the library is doing as it relate to the guidelines presented there.

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- f) Trustee Fact File – Chapter 11-14 Review
- Due to the length of the material presented in these four chapters, this agenda item will be postponed until next month's meeting.
- g) Continuing Education Requirement
- Board members discussed the content of the Community Based Strategic Planning webinar and what each took away from it.

Items for Next Month

- TBS Quotes
- Per Capita Grant
- Trustee Fact File – Chapter 11-14 Review

Adjournment

Pat Graceffa motioned to adjourn the meeting at 7:48pm. Michelle DeMadeo seconded.
Voice vote: all yes.

Motion passed. Meeting adjourned.