

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday April 27, 2022

1. Call to Order

President Ryan Ivemeyer called the meeting to order at 6:31 pm CST.

2. Board of Trustee Roll Call

- *Present:* Ryan Ivemeyer (*President*), Pat Graceffa (*Vice President*), Allison Short (*Trustee*), and Glenda Peck (*Trustee*)
- *Present via Zoom:* Vivian Santos-Buch (*Secretary*) and Michelle Damadeo (*Treasurer*)
- *Also Present:* Genna Mickey (*Library Director*) and Jessica Raye (*Circulation Sup*)
- *Late arrival (via Zoom):* Tommy Thomson (*Trustee*)

3. Public Comment

- None

a. Pledge of Allegiance

4. Old Business (re-ordered)

a. Trustee Election of Officers

Pat Graceffa motioned to affirm the nomination of Ryan Ivemeyer as Board President, made by outgoing Board President Bradley Knechtges. Allison Short seconded.

Nomination of Ryan Ivemeyer as Board President Affirmed

b. List of Authorizes signers

i. Board reviewed the list of authorized bank account signers.

Pat Graceffa motioned to affirm the list of authorized bank account signers. Glenda Peck seconded.

List of Authorized Bank Account Signers Approved

5. New Business (re-ordered)

a. Policy 100 Library Card Update

i. Jessica Raye (*Circulation Supervisor*) provided an overview of the change going into effect that will make library cards never expiring.

Glenda Peck motioned to approve Policy 100. Michelle Damadeo seconded.

Policy 100 Updates Approved

6. Approval of Meeting Minutes

a. March 23, 2022 Regular and Closed Session Meeting Minutes reviewed.

Allison Short motioned to approve both the open and close meeting minutes for March 23, 2022. Vivian Santos-Buch seconded.

March 23, 2022 Board Meeting Minutes Approved.

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7. Correspondence

- Just Food of Fox Valley initiative sent a thank you note. Their goal is to provide food equality.
- Donation from one of the winter market vendors.

8. Review of Financial Reports

Genna Mickey reviewed the *March 2022 Expenses by Vendor Summary* report. Transactions of note:

- *Cintas Fire* (\$1,530.40) – two annual tests for fire sprinkler and alarm system
- *Cordogan* (\$11,8102.56) – NOW Space
- *Pro quest* (\$1,503.96) – ancestry database
- *Krueger International, Inc.* (\$1,938.00) – NOW Space furniture
- *Not Specified* (\$48,497.54) – three payroll cycles

Genna also reviewed the Budget vs. Actual report. Books Orders looks under due to staffing limitations. Now that the new *Adult and Teen Services Manager* is in place, she is working on ordering books.

9. Approval of the March 2022 Check Register

Pat Graceffa motioned to approve the March check register in the amount of \$186,432.55. Glenda Peck seconded.

All in favor.

Motion carried.

March 2022 Check Register Approved.

10. Director's Report

Genna reviewed her Director's Report for March/April.

- Board photo is still pending. We will try again in May.
- Statements of Economic Interests are due May 1, 2022.
- Self-checkout machines arrived and were fully installed.
- Several meetings held this past month, including Grooving in the Grove planning meeting and new trustee training.

11. Board Representative Reports

Building and Grounds

- Cintas performed the annual fire alarm and sprinkler system testing and identified an issue with the sensitivity test, which had to be repaired. Cost was: \$787.

Finance

- Three grants in the work.

Personnel/Policy

- None.

Strategic Planning

- None.

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12. Friends and Foundation Reports

- First farmers market June

13. Trustee Open Comments and Discussion

- Pat asked about staffing and Genna shared her thoughts and plans for current staffing limitations.

14. Old Business (Resumes)

a. COVID Sick Pay policy

- i. Board reviewed and agreed to let it expire. Should circumstances change in the future, the policy will be revisited.

b. Referendum Readiness

- i. The question was posed as if this topic should be placed as an item on the agenda or if it should go under the Community Committee (per By-laws). A committee is two people at least, must be a separate meeting, separate minutes and is subject to OMA. The Board agreed to create a new committee.

15. New Business (Resumes)

a. Trustee Assignments

- i. Glenda Peck was appointed to Building and Grounds and Michelle Damadeo to Referendum.

Pat motioned to approve the Trustee Assignments. Allison Short seconded.

All in favor.

Motion carried.

Trustee Assignments Approved.

b. Financial Chronology

- i. Board reviewed the Financial Chronology for FY 2022-2023.

Glenda motioned to adopt the FY 2022-2023 Financial Chronology. Pat Graceffa seconded.

All in favor.

Motion carried.

FY 2022-2023 Financial Chronology Adopted.

c. Working Budget for 2022-2023

- i. Board reviewed the draft of the Working Budget.

d. Ordinance No.2022-4-27 Transfer of Funds

- i. The Board reviewed the transfer of funds (reclassification) to the special reserves account (for the Live and Learn Construction grant) to match what the Levy states.

Michelle Damadeo motioned approve Ordinance No. 2022-4-27 to authorize the transfer of funds. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

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Ordinance No. 2022-4-27 Approved.

e. Meristem Advisors LLC Service Contract

- i. Board reviewed the proposal related to continued work on budget, levy, and financial planning activities.

Pat Graceffa motioned to accept the proposal. Tommy Thomson seconded.

All in favor.

Motion carried.

Meristem Advisors LLC's Proposal Approved.

Move to Closed Session

Tommy Thomson motioned to move to closed session. Pat Graceffa seconded.

All in favor.

Motion carried.

Open Session resumed at 9:05pm. All have returned, no action taken.

16. Items for next month

- Meeting Room policy addendum, which expires in June
- Approve working budget
- Walk through of new NOW Space, if ready
- Board photo
- Chapman contract

17. Adjournment

Pat Graceffa motioned to adjourn the meeting at 9:07pm. Michelle Damadeo seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.