

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday September 28, 2022

1. Call to Order

President Ryan Ivemeyer called the meeting to order at 6:35 pm CST.

2. Board of Trustee Roll Call

- Present: Ryan Ivemeyer (President), Pat Graceffa (Vice President), Vivian Santos-Buch (Secretary), Michelle Damadeo (Treasurer), Allison Short (Trustee), and Glenda Peck (Trustee)
- Also Present: Genna Mickey (Library Director)
- Absent: Tommy Thomson (Trustee)

3. Public Comment

- Shari Baum from the Sugar Grove Chamber of Commerce and Industry was present and requested to speak with the Board.
 - She explained that the Chamber currently has an office space on the first floor of the Old Second bank but as of this coming Friday, the bank is moving to a different location and they will no longer have access to the office space. The space is used for bookkeeping, phone calls and meetings.
 - The Chamber is reaching out to local entities to see if they can find an alternative solution and explained that they are desperate to find a solution right away.
 - They are seeking office space big enough for one person plus storage space for supplies. Their budget is \$20K and includes expenses. They have their own phone and internet service but don't pay for utilities.
- a. Pledge of Allegiance

4. Approval of Meeting Minutes

- a. August 24, 2022 Regular Session and Closed Session Minutes reviewed.

Allison Short motioned to approve both sets of meeting minutes for August 24, 2022. Michelle Damadeo seconded.

August 24, 2022 Board Meeting Minutes Approved.

5. Correspondence

- Thank you letter from Jill Hall who held a corporate meeting in the large meeting room.
- Notice of appeal to IL property taxes. This is handled by Kane County, and the notice is informational only.

6. Review of Financial Reports

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

- *A1 Landscaping (\$3,000.00)* – July and August monthly landscaping fees
- *Volkman Insurance Agency (\$2,396.00)* – Annual Director/Officer insurance and liquor liability insurance
- *A couple of presenter's fees*
- *Not Specified (\$30,262.21)* – two payroll cycles

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday September 28, 2022

7. Approval of the August 2022 Check Register

Michelle Damadeo motioned to approve the August check register in the amount of \$50,591.30. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

August 2022 Check Register Approved.

8. Director's Report

Genna Mickey reviewed her Director's Report for August/September.

- Submitted Illinois Public Library Annual Report (IPLAR) on time.
- *Explore More Illinois* has added the DuPage Children Museum to their program. *Explore More Illinois* is one of the museum subscriptions the library is enrolled in.
- Some libraries are starting programs to get IL license plate stickers (renewal) at the library. Genna will gather more information.
- Genna shared election packets with all trustees, with the exception of Pat Graceffa whose term is not set to expire next year.
- Today, Genna and Ryan received notice from Tommy Thomson that he is resigning as Trustee. That results in one vacant position.
- The library will probably go for a TITA (Truth in Taxation). Genna explained most institutions are since the consumer price index has increased dramatically.
- Statistics have been pretty good. More books checked out in August than July.
- Holiday in the Grove is being taken over by Kiwanis and will be called: *Kiwanis presents Holiday in the Grove*.
- Gennas has been spending a lot of time onboarding new employee and working at the front desk (coverage).
- Cookbook Book Club started.
- Library Volunteers are still needed.
- The Library could not participate in the pre-planned sign-up event at Jewel because of staffing issues.
- New Curriculum Services Supervisor started in early September.
- Planning for the staff development day continues.

9. Board Representative Reports

a. Building and Grounds

- Glenda explored bird mitigation options at other government facilities and shared that the spikes option that was recommended is best practice.
- Metronet implementation was finalized. There will be an overlapped in service for a short period of time.
- Working through some issues with Envisonware (self-checkout machines software).
- Issue with male bathroom door. On Saturday, an employee got locked in and the fire department had to come to get him out (it was the only option). Door will need repairs.
- HVAC contractor Oak Brook Mechanical came out last week and identified an immediate need for a fix. The total cost of the repairs, Genna already approved, will be: \$1,434.00.

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

Regular Board Meeting Minutes: Wednesday September 28, 2022

b. Finance

- Kelly Zabinski came out for audit prep earlier in the month. Genna has since submitted additional documentation that was requested.
- Unexpected furniture expense: Turns out that furniture purchased for the Now Space, totaling \$13,000, was not covered by the total project budget. There appears to have been some misinformation during the process and Genna nor the Board were clear on this fact.

c. Personnel/Policy

- None.

d. Strategic Planning

- None

e. Referendum Readiness

- Genna shared that Jamie Rachlin has provided more details on referendum implications. If voters say “no”, expenses will have to be cut by \$190,000 which represents 25-35% of the budget. This will probably impact staffing the most, as the rest of the expenses are for the maintenance of the building. This in turn will impact hours of operations and programming.
- Michelle Damadeo and Pat Graceffa had a virtual meeting with John Chrastkac from *Every Library*. He advised that we need to get out in public and start talking to key stakeholders about referendum plans. We can campaign up until the meeting where we vote to go to ballot (December). No signage on library property up until election.
- He explained that there are three types of voters: Believers, questioners, and suspicious.
- The message right now has to be: we’re thinking of going to ballot. Here’s what will happen if we win, here’s what will happen if we lose. Ask them to spread the word.
- A Special Meeting will be held on October 5th at 7pm with John.

10. Friends and Foundation Reports

- Friends – Winter Market starts on Saturday Oct 8th, 2022.

11. Trustee Open Comments and Discussion

- Michelle Damadeo thanked Genna for all her hard work so far. Michelle stated that Genna walked into a very complicated and difficult situation and is doing a wonderful job.

12. New Business

a. Trustee Election Information

- Everyone but Pat Gaceffa will have to submit Statement of Candidacy.
- Genna is going to ask attorney if trustees can come to Winter Market (on Library’s grounds) to get signatures.
- Jennifer Konen, Sugar Grove Village President will be organizing a signing event.

b. Chamber of Commerce Proposal to Rent Library Space

- Board discussed the Chamber’s proposal to rent space within the library.
- There are some concerns with allowing for this arrangement.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday September 28, 2022

Pat Graceffa motioned to explore the feasibility and legality of the Chamber of Commerce renting space. Michelle Damadeo seconded.

4 yes, 2 no

Motion carried.

Motion to explore the feasibility and legality of the Chamber of Commerce renting space Approved.

c. Social Media Policy Update

- Tabled until a future meeting.

d. Estimate of Revenue by Source

- Document details revenue estimates for FY 2022-2023.

e. Certification of Budget

- Document that details the certification of budget.

f. Set date for Truth in Taxation (TITA) Public Hearing

- Genna needs to do more research to then determine if we want to ask for more than 5%. Normally we don't ask for more than 5% but because CPI went up to 8%, it is needed. 200+ different districts doing this to cover their costs.
- It will have to be published in the paper 14 days prior to the next board meeting.

Glenda Peck motioned to set the date for TITA for next October 26. Vivian Santos-Buch seconded.

Motion carried.

Truth in Taxation (TITA) Public Hearing Date Approved.

g. Resolution 2022-09-28

- Passing resolution of the estimation of funds needed for FY2022-2023

Michelle Damadeo motioned to pass Resolution 2022-09-28. Allison Short seconded.

Motion carried.

Resolution 2022-09-28 Approved.

h. Items for October Agenda

- TITA Public Hearing
- Levy
- Follow up on Chamber of Commerce request
- Social Media policy
- Illinois license plate stickers program
- Update on Board vacancy

13. Adjournment

Pat Graceffa motioned to adjourn the meeting at 8:45pm. Allison Short seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.