

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

Regular Board Meeting Minutes: Monday, May 1, 2023

1. Call to Order

President Ryan Ivemeyer called the meeting to order 6:30pm.

2. Board of Trustee Roll Call

Present: Pat Graceffa, Glenda Peck, Bill Durrenberger, Allison Short, Ryan Ivemeyer

Not Present: Vivian Santos-Bush, Michelle Damadeo

Genna Mickey, Library Director

Also Present: Eric Rieger from Webit, John and Shirlee Guddendorf, potential trustee applicant
Adrien Aaron

3. Public Comment

Public comment received - John Guddendorf congratulated the library for a job well done on the referendum, time well spent.

- a. Pledge of Allegiance

4. Approval of Meeting Minutes

- a. February 22, 2023 Regular Meeting Minutes – Re-approve with Correction
- b. March 22, 2023 Regular Meeting Minutes

Trustee Pat Graceffa motioned to approve both the meeting minutes for February 22, 2023 and March 22, 2023. Trustee Glenda Peck seconded. All in favor. Motion carried.

Board Meeting Minutes Approved.

5. Correspondence

None received.

6. Review of Financial Reports

Reviewed current budget year-to-date.

Utilities remain low, but increased costs in building and grounds noted – maintenance/repairs, furniture.

7. Approval of the March 2023 Check Register

Trustee Allison Short motioned to approve the March check register in the amount of \$73,783.80. Trustee Bill Durrenberger seconded. All in favor. Motion carried.

Check Register Approved.

8. Director's Report

Library Director Genna Mickey reviewed her Director's Report for March 2023; shared trustee training opportunities; building and technology updates: boiler, masonry project, bird mitigation project, internet/IT issues – internet was out for a week causing issues for library processes and staff. Volunteer orientation moving to monthly meetings in order to optimize staff time. Referendum passed April 4th, articles from press coverage related to referendum included. Reviewed the Patron Survey results as received so far and notes. Discussed decennial committee meeting.

9. New Business (moved)

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Approval of WebiT Technology Services contract – reviewed quote of \$3950.00 initial on-boarding, quote for monthly fees \$3159.00, fits within budget. Eric Rieger gave information regarding WebiT and scope of work they can provide.

Trustee Allison Short motioned to approve the contract. Trustee Glenda Peck seconded. All in favor. Motion carried.

10. Board Representative Reports

Building and Grounds discussed proposal/quote from Paradise Janitorial Services

Finance Trustee Michelle Damadeo not present to present

Personnel/Policy Trustee Vivian Santos-Bush not present, Library Director Genna Mickey will go over updated Handbook and Employee Policies in New Business

Strategic Planning President Ryan Ivemeyer discussed Patron Survey Results, next year will need to reexamine strategic plan given the success of the referendum.

11. Friends and Foundation Reports

Friends helped with Volunteer Thank You pizza party, which was agreed lovely

12. Trustee Open Comments and Discussion

None

13. Old Business

None

14. New Business

a. Employee Handbook Update – employment attorney reviewed and sent information to Library Director Genna Mickey. Trustee Bill Durrenberger motioned to approve the updated Employee Handbook, Trustee Pat Graceffa seconded. All in favor. Motion carried.

b. Human Resources Policies

i. HR – 1: Paid Time Off (PTO)

ii. HR – 2: Leaves of Absence

iii. HR – 3: Background Checks

iv. HR – 4: Harassment and Discrimination

v. HR – 5: Employee Business Expenses Reimbursement

a. No Approval requested, policy still being developed

vi. HR – 6: Use of Library’s Electronic Systems

a. Approve with edits, source prepared needs to be corrected

vii. HR – 7: Tuition Reimbursement

a. No Approval requested, policy still being developed

viii. HR – 8: Accepting Gifts

ix. HR – 9: Records Retention Policy and Schedule

x. HR – 10: Confidentiality

Trustee Glenda Peck motioned to approve Human Resource Policies HR-1 through 4, HR-6, and HR-8-10. Trustee Bill Durrenberger seconded. All in favor. Motion carried.

c. Approval of Paradise Cleaning contract – quote received \$1450 per month. Trustee Pat Graceffa motioned to approve contract with Paradise cleaning. Trustee Glenda Peck seconded. All in favor. Motioned carried.

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- d. Approval of Kathy Parker Consultant contract – resource for Genna to support library director duties, would like the support for consultation regarding staffing, support for scaling up staffing, potentially support for Open Records Act compliance. \$125 per hour fee. Trustee Bill Durrenberger motioned to approve the contract with Kathy Parker not to exceed \$5000 for the remainder June 2024. Trustee Pat Graceffa seconded. All in favor. Motion carried.
- e. Approval of LIMRICC membership to join employer sponsored health insurance plan no earlier than 1/1/2024 – discussed membership. Trustee Allison Short motioned to approve Intergovernmental Agreement (IGA) to be a member of LIMRICC. Trustee Bill Durrenberger seconded. All in favor. Motion carried.
- f. Resolution Honoring Vivian Santos Buch – President Ryan Ivemeyer read a resolution honoring Vivian Santos-Bush and her years of service as a Trustee. Trustee Pat Graceffa motioned to approve the resolution. Trustee Bill Durrenberger seconded. All in favor. Motion carried.
- g. Resolution Honoring Bill Durrenberger – President Ryan Ivemeyer read a resolution honoring Bill Durrenberger for his leadership as a Trustee and returning as a Trustee in 2023. Trustee Pat Graceffa motioned to approve the resolution. Trustee Glenda Peck seconded. Trustee Bill Durrenberger abstained. 4 in favor, 1 abstention. Motion carried.

15. Items for next month

- a. Oath of office for new trustees
- b. Board Bylaws & Remote Meeting Policy
- c. Budget Discussion
- d. New Trustee Recruitment
- e. Trustee Officer Appointments
- f. Formation and first meeting of Decennial Committees on Local Government Efficiency Act
- g. Bi-annual review of minutes

16. Adjournment

Trustee Pat Graceffa motioned to adjourn the meeting at 8:51pm. Trustee Glenda Peck seconded the motion.

Voice vote was taken, all in favor.

Motion passed. Meeting adjourned.