

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

Regular Board Meeting Minutes: Wednesday, July 26, 2023

**1. Call to Order**

President Ryan Ivemeyer called the meeting to order at 6:36p.

**2. Board of Trustee Roll Call**

Present: Glenda Peck, Allison Short, Ryan Ivemeyer, Michelle Damadeo, Adrien Aaron

Not Present: None

Genna Mickey, Library Director

Also Present: Kelly Zabinski, Library Accountant; Adrien Aaron, potential trustee; Marisa Richards, trustee applicant

**3. Public Comment**

a. Pledge of Allegiance

**4. (Reordered) New Business** – Appointment of Adrien Aaron to the Board of Trustees. Trustee Michelle Damadeo made the motion to appoint Adrien Aaron. Trustee Glenda Peck seconded the motion. All in favor. Motion carried.

**5. Oath of Office – Administered by President Ryan Ivemeyer**

**6. Approval of Meeting Minutes**

a. Regular Board Meeting on June 28, 2023

b. Agenda amended to not include Decennial Committee Meeting from May 24, 2023, to be approved at the next meeting of the Decennial Committee.

Trustee Glenda Peck motioned to approve the regular meeting minutes for the Regular Board Meeting from June 28, 2023. Trustee Michelle Damadeo seconded. 4 in favor 1 abstained. Motion carried.

Board Meeting Minutes Approved.

**7. Correspondence**

Received from Sugar Grove Historical Society, correspondence related to collection development policy review.

**8. Review of Financial Reports**

a. Kelly Zabinski, accountant reviewed budgetary information with Board

**9. Approval of the June 2023 Check Register**

Trustee Allison Short motioned to approve the June check register in the amount of \$62,994.44. Trustee Glenda Peck seconded. All in favor. Motion carried.

Check Register Approved.

**10. Director's Report**

Library Genna Mickey gave her report – 75 new library cards, Sunday hours had positive reception, reviewed building and technology issue, children's lounge and fixtures renewal.

**11. Board Representative Reports**

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Building and Grounds \*Review of facilities report, estimated costs/projections – Trustee Glenda Peck reported about roofing costs and was expected to be less, furniture for front porch needs to decide to refinish.

Finance Trustee Michelle Damadeo reported nothing else to add from Kelly Zabinksi.

Personnel/Policy Trustee Allison Short will discuss upcoming items in the agenda.

Strategic Planning Trustee Ryan Ivemeyer and Library Director Genna Mickey will be meeting regularly and talking to community and getting some direction for preparing the strategic plan.

**12. Friends and Foundation Reports**

None

**13. Trustee Open Comments and Discussion**

None

**14. Old Business**

- a. Reviewed Board Bylaws & Remote Meeting Policy and approved by Board of Trustees. Trustee Glenda Peck motioned to approve; Trustee Michelle Damadeo seconded. All in favor. Motioned carried.

**15. New Business**

- a. Trustee Appointments – Marisa Richards, Board conducted interview.
- b. Affirmation of Board Trustees list for County Clerk and IL state librarian – approved as written with amendment for Adrien Aaron to assume Term A. Trustee Glenda Peck motioned, Trustee Allison Short seconded. All in favor, motion carried.
- c. Review of Minutes - appoint two Trustees to complete the twice-yearly review the Board Meeting Minutes – Trustee Michelle Damadeo and Trustee Glenda Peck were assigned to review. Trustee Allison Short motioned to approve the appointments. Trustee Adrien Aaron seconded. All in favor, motioned carried.
- d. Staffing Needs – Discussion regarding administrative staffing, board approved funding for a new position.
- e. Tentative Budget and Appropriations Ordinances – Board previously approved hearing set for August 23, 2023. The board now reviewed the tentative Budget and Appropriations Ordinance. Trustee Michelle Damadeo motioned to approve tentative Budget and Appropriations Ordinance. Trustee Glenda Peck seconded. All in favor, motion carried.
- f. Approve audit agreement with Webster & Association for \$8,500. Trustee Michelle Damadeo motioned to approve audit agreement. Trustee Allison Short seconded the motioned. All in favor, motioned carried.
- g. Materials Selection Policy – Policy 200. Board reviewed the current collection development policy as required annually.
- h. Resolution approve Ordinance 2023-07-25 Illinois Funds Banking. Trustee Adrien Aaron motioned to approve resolution. Trustee Glenda Peck seconded. All in favor, motioned carried.
  - i. Affirm authorized signers for account with The Illinois Funds as President, VP, and Treasurer. Trustee Glenda Peck motioned to affirm the authorized signers. Trustee Michelle Damadeo seconded the motion. All in favor, motion carried.
- i. Resolution to approve Ordinance 2023-06-28: Resolution allowing non-resident card holders to purchase Sugar Grove library cards. Trustee Allison Short motioned to approve

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Ordinance 2023-06-28. Trustee Glenda Peck seconded the motion. All in favor, motioned carried.

- i. Establishes non-resident card holder fees through tax bill method. Trustee Michelle Damadeo motioned to establish non-resident card holder fees through the tax bill method. Trustee Glenda Peck seconded the motion. All in favor, motion carried.

**Note: these actions were approved at 6/26/23 meeting but this is the official ordinance**

- j. Approve ordinance for fund balance policy and spending – **Tabling until next month**

#### **16. Items for next month**

- a. Adopt a Certified Estimate of Revenues by Source
- b. Budget and Appropriations Ordinances Public hearing
- c. Quotes for ADA accessible doors
- d. Approve ordinance for fund balance policy and spending
- e. Approve new Trustee appointment

#### **17. Adjournment**

Trustee Michelle Damadeo motioned to adjourn the meeting at 8:35pm. Trustee Glenda Peck seconded the motion.

Voice vote was taken, all in favor.

Motion passed. Meeting adjourned at 8:35pm.