

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

Regular Board Meeting Minutes: Wednesday, August 28, 2024

**1. Call to Order**

Vice President Glenda Peck called the meeting to order 6:34pm

**2. Board of Trustee Roll Call**

Present: Allison Short, Glenda Peck, Michelle Damadeo, Jessica Fese, Adrien Aaron

Absent: Marisa Richards, Ryan Ivemeyer

Attending via Zoom: None

Also Present: Genna Mickey, Library Director

**3. Public Comment**

None

**4. Public Hearing: Budget and Appropriation Ordinance 2024-08-28**

Trustee Adrien Aaron made motion to open public hearing on Budget and Appropriation Ordinance, Trustee Jessica Fese seconded to open public hearing.

No public comment noted.

Trustee Jessica Fese made motion to close the public hearing as there were no public comment, Trustee Michelle Damadeo seconded motion to close public hearing portion of the meeting.

All in favor, motion carried.

**5. Consent Agenda**

- a. Budget and Appropriations Ordinance 2024-08-28
- b. Certified Estimate of Revenue by Source for July 1, 2024 – June 30, 2025
- c. July 2024 Expenditures \$134,453.23
- d. Regular Board Meeting Minutes 07/24/2024
- e. Illinois Public Library Annual Report (IPLAR) Submission
- f. Email migration from Amazon Webmail to Microsoft 365: \$5730 plus monthly \$82.50
- g. Library grounds tree/bush removal project, Not Just Grass Landscaping: \$5483

Motion to approve the Consent Agenda by Trustee Jessica Fese and seconded by Trustee Adrien Aaron. All in favor, motion carried.

**6. Director's Report**

Shared updates on recent meetings, staff activity, and lots of buildings and grounds updates and recent fixes. Looking for quotes for insurance upcoming. Staff development day on the 12<sup>th</sup>.

**7. Board Representative Reports**

Building and Grounds – covered in Director's Report

Finance – none

Personnel/Policy – none

Strategic Planning – Harriet Parker, consultant, planning to work with Genna, Ryan, and other board members as able

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#### 8. Library Foundation Report

Planning for fundraiser, utilizing Facebook page to increase outreach. Looking for a new board liaison, Trustee Michelle Damadeo schedule has changed and would like to see if any other board members would be interested.

#### 9. Trustee Open Comments and Discussion

#### 10. Old Business

None

#### 11. New Business

- a. Trustee Election 2025 – packets are due soon for several trustees, information shared
- b. Notary Services Policy 310 – policy outlines limited notary services library will offer. Motion to approve made by Trustee Allison Short, seconded by Trustee Jessica Fese. All in favor, motion carried.

#### 12. Items for next month

- a. Examine levy and determine TITA status
- b. Resolution to transfer funds into Special Reserves fund
- c. Approve snow plow contract

#### 13. Adjournment

Adjournment was called at 7:49 pm by Trustee Jessica Fese and seconded by Trustee Allison Short. All in favor.