

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday April 25, 2018

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:35 pm CST.

- *Present:* Pat Graceffa (*President*), Vivian Santos-Buch (*Secretary*), Debbie De Boer (*Treasurer*), Joy Stokes (*Trustee*), Jane Klingberg (*Trustee*), and Bradley Knechtges (*Trustee*).
- *Also Present:* Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*).
- *Absent:* Robert Bergman (*Vice President*)

Public Comment

None.

Pledge of Allegiance

Approval of Minutes

The *Approval of the Minutes* section was moved to later in the meeting.

Correspondence

- Thank You card from Kaneland Hartland Middle School.
- Thank You card from Aurora Public library who came to visit and got a tour.
- Notification from Village of Montgomery regarding tax rebate for about \$64.

Review of Financial Reports (p. 7)

March 2018 Expenses by Vendor Summary report. *Treasurer* DeBoer stated it is a short one this month and pointed out just one out of the ordinary transaction:

- *Pro Quest* (\$1,350) – Acenstry.com database subscription.

Approval of the March 2018 Check Register

Vivian Santos-Buch motioned to approve the March check register in the amount of \$10,204.71. Debbie DeBoer seconded.

All in favor.

Motion carried.

March 2018 Check Register approved.

Director's Report (p. 13)

- Shannon reviewed her written report for March 2018, but first wanted to point out a few things on the financial reports. Starting to watch budget closely as the end of the fiscal year nears (July 1st through June 30th). Next property tax payment is due in May. With about 75% of the year completed, we are running about 74.04% on spending. Tracking nicely to come in on budget.
- Shannon attended tour of renovations at Messenger Library and got some good ideas for study rooms.

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- Still waiting for answer on the two grants submitted last month.
- \$3,000 donation from private donor, for the purpose of programming.
- Continue to monitor trends on circulation. Genna has been doing some research on how we compare to other library and shared the “State of America’s Libraries 2018” report. Our data appears to be on par with the results of other libraries throughout the nation.
- Roku and Netflix have been a big hit.
- SWAN merger and migration: go live date is scheduled for May 1st so a lot of work continues to be done in preparation. Very good PR and communication pieces have gone out. The expectation is that to the patrons, it will be fairly seamless transition. The bulk of the activity is happening behind the scenes. The final meeting, hosted by Sugar Grove, was today and during the meeting the final reserves revenue check was presented in the amount of: \$60,426. The decision continues to be to move this amount straight to the Library’s reserves account.
- Per Capita grant check was also received in the amount of \$12,237. The funds, which have to be spent by June 30th, will be used for:
 - Gaps in the adult collection.
 - Replacing worn copies of the most popular materials.
 - High demand circulation items for both adult and kids collections.
- Also received notification that next year’s grant has been funded in the amount of \$19,701. Will still handle this conservatively, given the state of Illinois’ finances and the historical delay in getting these checks.

Board Representative Reports

Building and Grounds (discussed during Director’s Report)

- Met with local electrician to discuss lighting improvement. The priorities are: children’s area, patron bathroom, and then the staff bathroom, in that order. Cost estimates are not yet available.
- Cameras were installed by the doors identified during February’s staff days. None of the cameras monitor patron’s activity. Only installed for security purposes.
- Pat also mentioned she contacted Veterans Work group to see if they wanted to take the cement planters, which are crumbling. Shannon has talked to three or four concrete contractors in the past about repairing these, but none would do it.
- Previous years’ helpers have agreed to come back to help with the gardening this spring. They also talked to the local Girls Scouts and they will be doing some gardening as well.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

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No report.

Friends Report

- Pancake Breakfast date has been set for October 27th.
- Latest funds from book sale: \$222.93.

Approval of Minutes of March 28, 2018 Regular Board Meeting

A typo of Genna's last name was identified on page two.

Joy Stokes motioned to approve the minutes. Pat Graceffa seconded.

All in favor.

Motion carried.

Minutes of March 28, 2018 Regular Board Meeting approved.

Old Business

None.

New Business

a) Preliminary Budget Information discussion

- Shannon reviewed the budget process. We are a tax-capped library, and only get the CPI (*Consumer Price Index*). Working budget is not a legal document but it is what is mostly used, until the budget is passed in the fall.
- She also reminded the board that with the move to QuickBooks, some funds have been consolidated for accounting purposes.
- For **Revenue**: underestimating funds from per capita grant; conservatively estimating development fees; and keeping fines and fees about the same.
- For **Expenditures**: holding steady for materials; slight increase for utilities; increase in telecom; holding steady on supplies; change in PR and marketing since we have been running under budget; slight increase for building and grounds; big jump in the consortium fees; hold steady for accounting and attorney fees; increase payroll taxes but holding steady on staffing; and set aside some for savings.
- After adding everything: 2-2.1% total increase, but this has to be reviewed by accountant.

b) Review of Closed Sessions Minutes

Closed Sessions Minutes were reviewed and discussed. The decision was made to maintain all minutes closed. Jane Klingberg motioned to maintain all minutes closed. Debbie DeBoer seconded.

All in favor.

Motion carried.

Closed Sessions Minutes to Remain Closed approved.

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c) Library Foundation

- Shannon and Jane discussed the work so far. They had a conversation with Jessica Fese and she has agreed to start the Foundation.
- She suggested five (5) founders for the foundation, to include: Jessica herself and Pat Graceffa as a representative of the Library Board.
- Next steps: continue to gather ideas (or concerns) in terms of organization, prior to the next meeting. Work on the by-laws. Also, have to initiate the legal paperwork. Filing fees (about \$600) will be covered by the Friends of the Library, since no library funds can be used.

d) Annual Report

- In the interest of time, we will move this discussion to next month's meeting.
- Shannon provided some samples and ask that the Board start to review.

Items for Next Month's Agenda

- Annual report.
- Discussion on next Sugar Grove TIF (Tax Increment Financing).
- Exhibits policy.

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 8:29 p.m. Debbie DeBoer seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.