

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday July 25, 2018

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:37 pm CST.

- *Present:* Pat Graceffa (*President*), Robert Bergman (*Vice 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*)

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of June 27, 2018 Regular Board Meeting

Debbie DeBoer motioned to approve the minutes. Joy Stokes seconded.

All in favor.

Motion carried.

Minutes of June 27, 2018 Regular Board Meeting approved.

Correspondence

None.

Review of Financial Reports

June 2018 Expenses by Vendor Summary report. *Treasurer* DeBoer stated it is a short one this month and pointed out the following ordinary transactions:

- Several books purchases expenses (Apple Books, Book Depot) as part of grant spending.

Approval of the June 2018 Check Register

Debbie DeBoer motioned to approve the June check register in the amount of \$23,684.46. Jane Klingberg seconded.

All in favor.

Motion carried.

June 2018 Check Register approved.

Director's Report

- In addition to her written report for June 2018, Shannon spoke about and provided an update on the Foundation. A draft of the by-laws was worked on during the last minute. Jane added that the thought is to have a set of by-laws and then have a yearly management agreement.
- Free Pantry was started. News coverage received. There has been some good flow of people leaving items, as well as people taking them.
- Sugar Corn Boil is coming up. Staff is ready for the library booth, with new t-shirts.

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- The June *Grooving in the Grove* that had to be rescheduled will be on August 24th.
- In terms of statistics, the month had a slight increase over last year, but slight decrease over the last two.
- *Summer Reading* continues to be the focus.

Board Representative Reports

Building and Grounds

- Discussed in *New Business*.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

No report.

Friends Report

- Pat reported that the Friends received a \$500 donation. *Trustee* Brad Knechtges explained that it was a donation from his Company, because Brad is on the Board.

Old Business

a) **Revised Downspout Extensions**

- Sharon shared the revised proposal from Showalter Roofing Services which the library accepted. Revisions were based on trustees' recommendation after last month's walk-through.
- Work will be done in the next month.

b) **FOIA Binder**

- Trustee Knechtges went over some suggested minor corrections.

New Business

a) **Lighting Update**

- Lighting project is one that will need to be taken care of sooner rather than later.
- One of the library volunteers, who has extensive experience in the area, discovered a few lighting issues. One of which is the ground light fixture on the flag, which apparently was not sealed properly. Trustee DeBoer suggested looking into solar fixtures.
- Volunteer was also able to replace some of the building's lightbulbs, which used to be an outsourced task. He discovered that the lightbulbs are being discontinued (to go to

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LED bulbs). Suggestion to buy as many bulbs as possible right now, but eventually, they will run out. The solution is to have electrician retrofit all the fixtures. Electrician will provide a quote.

- Finally, volunteer also offered to assist with seeking available grants.

Adjournment

Debbie DeBoer motioned to adjourn the meeting at 7:28 p.m. Joy Stokes seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.