

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 22, 2019

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:25 pm CST.

- Present: Pat Graceffa (*President*), Vivian Santos-Buch (*Secretary*), Jane Klingberg (*Trustee*), Bradley Knechtges (*Trustee*), Joy Stokes (*Trustee*) and Michelle Damadeo (*Trustee*).
- Also Present: Shannon Halikias (*Library Director*)

Public Comment

Member of the public congratulated the newly elected board members.

Pledge of Allegiance

Approval of April 24, 2019 Regular Board Meeting Minutes

Jane Klingberg motioned to approve the April minutes. Joy Stokes seconded.
Motion carried.

April 24, 2019 Regular Board Meeting Minutes approved.

New Business

a) Oath of Office for Trustee

- Oath of office was moved up from section 11(a) from the agenda in order to have all members sworn in for the rest of the meeting.
- Vivian Santos-Buch was sworn in by Pat Graceffa. Michelle Damadeo, Bradley Knechtges and Jane Klingberg were sworn in by Vivian Santos-Buch.

Correspondence

None.

Review of Financial Reports

- Shannon reviewed the *Actual vs. Budget* report (page 9). We are at the 10/12 or 83.3% of the year, and tracking good. Expect to come under budget. The two upcoming big expenses are: salaries and a couple of repairs, including repair of a set of sprinklers.
- Jane Klingber asked about the "Not Specified" expense in the *April 2019 Expenses by Vendor Summary* report and Shannon explained it is payroll.

Approval of the April 2019 Check Register

Joy Stokes motioned to approve the April check register in the amount of \$56,498.73. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

April 2019 Check Register approved.

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 22, 2019

Director's Report

Shannon reviewed her Director's Report for the period of April to date.

- Interviews were conducted for the *Supervisor* position. Carol McFarland, who had previously worked at the library, was hired. Carol came into the Board room and was introduced.
- Worked on budget this month.
- Work continues on web site development, content, template. Secured domain *support.sgpl.org*
- Annual certification with Secretary of State.
- New community newsletter.
- Upswing on Circulation with 19.1% from last year, 14.1% from two years.
- Commencing *Policies* project with the hope of consolidating all library related policies into one place – currently, policies are located in different places. The project will be split into three (3) phases:
 - Phase 1: policies on the website and drafting list of policies that need reviewing
 - Phase 2: Personnel policies
 - Phase 3: Board By-Laws

Board Representative Reports

Building and Grounds (in Director's report)

- Shannon and Trustee Brad looked at the four (4) recent proposals, three (3) of which were for repairs, one (1) was for replacement. Met with Oak Mechanical in regards to HVAC to try to understand how long they thought the equipment was going to last. Oak Mechanical advised that chillers and HVAC usually last 20 to 25 years whereas the boiler itself ranges 10 to 15 years (for a well maintained boiler). Brad also spoke about chemical program for HVAC and how it may impact the health of the HVAC system. More work is needed to understand status of chemical program.
- First landscape cleanup was held this week. The petunias were also plated in the front of the library.
- Pat Graceffa also brought up the issue of the dandelions on the front lawn. Shannon stated A-1 statement of work includes two (2) applications per year, but will follow up with A-1 to explore options.

Finance

No additional report.

Personnel/Policy

Will be discussed later in the agenda.

Strategic Planning

No additional report.

Friends Report

Trustee Jane brought up the topic of the need for rejuvenating the Friends of the Library. Board members shared some ideas.

Old Business

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 22, 2019

None.

New Business

b) Election of Officers

- Pat Graceffa nominated as follows:
 - Secretary: Vivian Santos-Buch. Nomination seconded by Jane Klingberg.
 - Treasurer: Joy Stokes. Nomination seconded by Jane Klingberg.
 - Vice President: Jane Klingberg. Nomination seconded by Joy Stokes.
 - President: Brad Knechtges. Nomination seconded by Jane Klingberg.

Each nomination was accepted and motion carried. All in favor.

Election of Officers approved.

c) Board Representative Assignments

- Shannon provided a review of what each area encompasses. Board members volunteered as follows:
 - Building and Grounds: Brad Knechtges
 - Finance: Joy Stokes
 - Personnel: Vivian Santos-Buch
 - Planning: Jane Klingberg

d) Verification of the new list of Board of Trustees

- Each board member reviewed and confirmed the information on file.

e) List of authorized signers for bank accounts

- The Board designated: Brad Knechtges, Jane Klingberg, and Jot Stokes as authorized signers. Shannon will update the document and provide to the bank (Old Second).

Vivian Santos-Buch motioned to accept the list of authorized signers. Brad Knechtges seconded.

All in favor.

Motion carried.

List of Bank Signers approved.

f) Policy 120: Confidentiality of Library Records

- Policy 120 on confidentiality of library records was discussed..

Jane Klingberg motioned to approve Policy 120. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Policy 120: Confidentiality of Library Records approved.

g) Policy 420: Social Media Policy

- Will be tabled until a future meeting.

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 22, 2019

h) Working Budget

- Shannon reviewed the working budget for fiscal year 2019-2020.
- Auditors (Zabinski) will be reviewing in the upcoming month, but already gave some initial feedback that revenue looks right on target. She also gave a few suggestions regarding expenditures.
- The increase to the Staffing budget will be a key component of the budget as it will have to increase to accommodate the upcoming unfunded mandate to increase the Illinois minimum wage, which will impact all employees in the library.
- Since the Agenda states “*Discussion*” and not “*Action Required*”, we will hold off on voting on the working budget until next month.

i) Presentation to Village Board

- Discussion in preparation of the presentation to the Village Board meeting on Tuesday June 4, 2019. The plan is to give highlights from the Annual Report. Bradley will lead the presentation and will work on creating an outline of key talking points to cover.

Items for Next Month

- Policy 420: Social Media Policy
- Board By-laws
- Working budget action

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 8:45 p.m. Jane Klingberg seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.