

**Sugar Grove Public Library District
Library Board of Trustees
October 26, 2016
Regular Board Meeting Minutes**

Call to Order and Roll Call

President Anthony Oliver called the meeting to order at 7:05 pm

Present: Bill Durrenberger, Vice-President; Anthony Oliver, President; Bob Bergman, Trustee; Pat Graceffa, Secretary; Kim Ekker, Trustee; Vivian Santos-Buch, Trustee; Shannon Halikias, Director. (Treasurer Debbie DeBoer out of town)

Public Comment: None

Pledge of Allegiance

Approval of Minutes September 28, 2016 Regular Board Meeting – Open Session.

Motion: To approve the minutes of the September 28, 2016 Regular Board Meeting – Open Session. Motion made by Durrenberger. Second by Ekker. Roll Call Vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes,

Correspondence - None

Review of Financial Reports

Financial reports reviewed. Review of audit. Audit came in under by \$20,000 net increase but we are not financially stable. Board complimented director and staff for being so careful.

Approval of October 2016 Check Register

Motion: To approve the September 2016 Check Register. Motion made by Graceffa Second by Durrenberger. Roll Call Vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes,

Director Report – New hires have been made. Should be okay through holidays. Illinois bond workshop attended by staff. Number of technology updates have been done.

Board Representative Reports

Building & Maintenance –Anthony said he is discussing the metal piece on the edge of the sill. Cordogan & Clark did not do what they said they would and he will discuss with them. Anthony will check on concrete counter after metal edge situation is resolved. Caulk has to be checked regularly. Anthony would like gutter extensions put on. Fungus found in burning bushes and must be treated in spring.

Finance: No Report

Personnel: Personnel Policy Manual Vivian Santos-Bush has offered to help with process.

Strategic Plan: No Report

Friends Report –Pancake Breakfast on Oct. 29, 2016. Anthony will cook. Received \$250 donation from Cordogan & Clark and \$500 from White and Ekker. Suggestion made porch furniture covered for winter.

Old Business:

Shannon attended meeting updating on things happening in the Village. Shannon made connection with River Boat Grant Chairman.

New Business

FLSA compliance staff took work shop and webinar class. Reimbursement policy must be put in file.

Vivian will help with update/writing policy manual.

Items for October 2016 Agenda:

Anthony's update on building issue.

Approval of Personnel Code Update: Hours of Work and FLSA Compliance

Motion: To approve the Personnel Code Update: Hours of Work and FLSA Compliance. Motion made by Santos-Buch. Second by Durrenberger. Roll Call Vote: Durrenberger:– yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

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Approval of Intergovernmental Agreement for SWAN Merger

Motion: To approve the Intergovernmental Agreement establishing the system wide automated network (SWAN) & authorizing membership in SWAN. Motion made by Bergman. Second by Graceffa. Roll Call Vote: Durrenberger:– yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

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Approval of Ordinance 2016-10-26b

Motion: To approve the Ordinance 2016-10-26b providing for the execution of an Intergovernmental Agreement authorizing membership in SWAN. Motion made by Durrenberger. Second by Bergman. Roll Call Vote: Durrenberger:– yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

Approval of Holiday Closing Dates and Hours Adjustment for 2016

Motion: To approve the adjustment and hours of Holiday Closing Dates and Hours. Motion made by Santos-Buch. Second by Graceffa. Roll Call Vote: Durrenberger:– yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

Approval of Board Meeting Dates & new meeting time of 6:30 pm

Motion: Motion to approve new starting time of 6:30pm & Board Meeting Dates . Motion made by Durrenberger. Second by Graceffa. Roll Call Vote: Durrenberger:– yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

Approval of HVAC Mechanical Servicing Contract AND Control System Contract

Recommendation by Halakias: Oakbrook Mechanical (\$2000 cheaper) Shannon did get references from other library directors. New company will do boiler repair.

Motion: To approve Oakbrook Mechanical HVAC Mechanical Servicing Contract and Control System Contract. Motion made Durrenberger. Second by Ekker. Durrenberger:– yes. Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

Approval to go into Closed Session 8:10 pm

Motion: To approve going into closed session to discuss Director’s Annual Review. . Motion made by Durrenberger. Second by Bergman. Roll Call Vote: Durrenberger:– yes. Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

Approval to go back in Open Session at 8:29 PM

Motion: To go back into open session. Motion made by Durrenberger. Second by Ekker. Roll Call Vote: Durrenberger:– yes. Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes/

Approval of Director Salary Increase

Motion: To approve Increase in Director’s Salary to \$60,000 a year:. Motion made by Santos-Buch. Second by Durrenberger. Roll Call Vote: Durrenberger:– yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes,

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Adjournment:

Motion: To adjourn the meeting at 8:32 pm. Motion by Durrenberger . Second by Bergman.

Voice vote: All yes. Motion passed.