

**Sugar Grove Public Library District
Library Board of Trustees
May 24, 2017
Regular Board Meeting Minutes**

Call to Order and Roll Call

President Anthony Oliver called the meeting to order at 6:36 pm.

Present: Pat Graceffa, Secretary; Debbie De Boer, Treasurer; Vivian Santos – Buch, Trustee; Jane Klingberg, Trustee; Joy Stokes, Trustee; Anthony Oliver, President; Shannon Halikias, Director; Genna Mickey, Asst. Director. Absent: Trustee; Robert Bergman,

Public Comment

None.

Pledge of Allegiance

Oath of office given by Secretary Graceffa

Joy Stokes – Elected

Jane Klingberg – Appointment

Debbie DeBoer – Appointment

Anthony Oliver-Appointment

Vivian Santos – Buch – Appointment

Election of Officers

Oliver – President

Motion: To approve Anthony Oliver as President. Motion made by Graceffa; Second by DeBoer. Roll call vote: Santos-Buch - yes, Oliver – abstain, De Boer – yes, Klingberg – yes, Graceffa – yes, , Stokes - yes. Motion passed.

DeBoer - Treasurer

Motion: To approve Debbie DeBoer as Treasurer. Motion made by Graceffa; Second by Oliver. Roll call vote: Santos-Buch - yes, Oliver – yes , De Boer – abstain, Klingberg – yes, Graceffa – yes, , Stokes - yes. Motion passed.

Santos-Buch - Secretary

Motion: To approve Vivian Santos-Buch as Secretary. Motion made by Graceffa; Second by DeBoer. Roll call vote: Santos-Buch - abstain, Oliver – yes , De Boer – yes, Klingberg – yes, Graceffa – yes, , Stokes - yes. Motion passed.

Graceffa – Vice-President

Motion: To approve Pat Graceffa as Vice-President. Motion made by Klingberg; Second by DeBoer. Roll call vote: Santos-Buch - yes, Oliver – yes , DeBoer – yes, Klingberg – yes, Graceffa – abstain, Stokes - yes. Motion passed.

Trustee Representative Assignments

Building/Grounds – Anthony/Pat

Personnel – Vivian/Joy

Strategic Plan – Jane/Pat
Finance - Debbie

Approval of Minutes of April 26, 2017 Regular Board Meeting – Open Session.

Motion: To approve the minutes of the April 26, 2017 Regular Board Meeting – Open Session. Motion made by DeBoer; Second by Stokes. Roll call vote: – Santos-Buch-yes, Oliver – yes, De Boer – yes, Klingberg – yes, Graceffa – yes, Stokes-yes. Motion passed.

Correspondence

None

Review of Financial Reports

DeBoer pointed out quarterly Swan payment \$3416.85. Also June 30th extra pay period, happens once every 7 years.

Approval of April 2017 Check Register

Motion: To approve the April 2017 Check Register. Motion made by DeBoer; Second by Graceffa. Roll call vote: – Santos-Buch-yes, Oliver – yes, De Boer – yes, Klingberg – yes, Graceffa – yes, Bergman – yes, Stokes-yes. Motion passed.

Director Report

Shannon and Kelly Zabinski reviewed the budget. Information to follow in the New Business section – budget. Leak in board room. Shannon is getting quotes. Nancy Lupo has joined team. Staff focused on finalizing the working budget. Summer reading starts June 3 Building a Better World. June 14 is Gallery 125 Opening for the summer 6:30pm.

Board Representative Reports

Finance: None.
Personnel/Policy: None.
Strategic Planning: None

Friends Report

Friends received petunias from Pan American. Planting Monday.

OLD BUSINESS

We will do review of closed session minutes next month.

NEW BUSINESS

1 training session for new trustees, Wednesday, May 31, 6:30pm.

FOIA training suggested for all trustees. Online.

Working Budget Adoption

- 1) Very close to our working budget. One extra pay period June 30th. 2) Rise in staff budget for floater. 3) 2 sixteen hour part time shifts as needed. Cannot do 2.5 raise. We will do 2%.

Motion: To approve the working Budget Adoptions presented. Motion made by DeBoer; Second by Graceffa. Roll call vote: – Santos-Buch-yes, Oliver – yes, De Boer – yes, Klingberg – yes, Graceffa – yes, , Stokes-yes. Motion passed.

Revision to Budget Format

Motion: To approve revision to budget format. Motion made by DeBoer; Second by Graceffa. Roll call vote: – Santos-Buch-yes, Oliver – yes, De Boer – yes, Klingberg – yes, Graceffa – yes, , Stokes-yes. Motion passed.

Certification of Current Board of Trustees Information

Motion: To approve Certification of Current Board of Trustees Information. Motion made by DeBoer; Second by Santos-Buch. Roll call vote: – Santos-Buch-yes, Oliver – yes, De Boer – yes, Klingberg – yes, Graceffa – yes, , Stokes-yes. Motion passed.

Items for June 2017 Agenda.

Closed Session Minute Review & Strategic Plan Review

Adjournment

Motion: To adjourn the meeting at 7:36 p.m. Motion by Graceffa. Second by DeBoer Voice vote: all yes. Motion passed.