

**Sugar Grove Public Library District
Library Board of Trustees
April 23rd, 2015
Board Meeting Minutes**

Call to Order and Roll Call

President Anthony Oliver called the meeting to order at 7:01 PM

Present:

Robert Bergman, Trustee; Bill Durrenberger, Trustee; Louise Coffman, Treasurer; Pat Graceffa, Vice President; Melissa Flint, Secretary; Shannon Halikias, Director; Anthony Oliver, President; Art Morrical, Trustee.

Public Comment

Bill Durrenberger would like to say how proud he is of the board responding to the TIF at the public hearing.

Pledge of Allegiance

Approval of the February 26 2014 Minutes – Action

Motion to approve the minutes of the March 26th 2015 Regular Board Meetings.
Motion by Coffman. Second by Durrenberger. Roll Call Vote: Bergman – yes.
Durrenberger – yes. Coffman – yes. Graceffa – yes. Flint – yes. Morrical – yes. Oliver – yes. Motion Passed.

Correspondence

Received certificate and thank you note from Chamber of Commerce. Halikias would like to find a place to hang up the awards the library has received.

Review of Financial Report

Treasurer Coffman reports that the budget is on track as 75% of the year has passed and 76% of the budget has been spent due to upfront annual expenses.

Approval of February 2015 Check Register – Action

Motion: To approve the March 2015 Check Register of electronic payments and checks.
Motion by Durrenberger. Second by Flint. Roll Call Vote: Bergman – yes. Durrenberger –

yes. Coffman – yes. Graceffa – yes. Flint – yes. Morrival – yes. Oliver – yes. Motion Passed.

Directors Report

Halikias would like to invite everyone to the portrait of a soldier May 23rd between 11 am and 1 pm. Senator Oberwice will be attending the memorial of over 300 fallen Illinois soldiers since September 11.

There is still a decrease in check outs but we are up 2% over two years. She believes that it is because of complications with renting the meeting rooms and lack of new audio visual material. The new Adult Services Manager, Genna is still being brought up to speed and many carts are on order. The library will be switching media providers from Baker and Taylor to Midwest to get movies faster.

Genna and Halikias are working on moving materials and paper backs including working on the space plan for the teen materials which will help increase check outs hopefully. The library has a new adult services assistant Carol Mdfarland and will make a great addition to the team.

The library is standardizing quarter sheet and flyers to advertise events staff reading suggestions and advertising Shout bomb services. The newsletter given as a free trial is now in mailboxes of the patrons. More budgeting will be allotted to marketing next year.]

Conversations will resume regarding cost next month.

Board Representative Reports

Budget and Finance

Coffman reports that two fraudulent paper checks were created and cleared at a local bank. An affidavit has been filed with US bank and they will be working with Castile bank where the check had been cashed to refund the \$400 lost. The bank accounts were not reconciled this month because of this situation.

Halikias is talking directly with the manager of US bank of Illinois funds to change the bank account number and she believes that because the amount is considered petty theft the individual may have been testing the library in its ability to detect

abnormalities in the checks and balances. Coffman assures that if better information is found regarding the matter a police report will be filed. Our systems of verifications are working properly as this situation was caught immediately as Halikias and Coffman reconcile accounts.

Building

Patron John Olson has made a donation of a brand new ladder sold at cost from home depot. Another patron has offered to donate some lawn furniture that needs a little work and will be evaluated.

The three tiered display case that was not able to be used will be sold after a few more offers have been made to make way for a gelato machine in the coffee shop. Halikias would like to be rid of broken equipment in the back room and sort through old records using Mary Clapp's knowledge of record retention. She will sell what she can. We are ordering a new flag as soon as possible to replace the tattered one.

Grounds

Annuals will be donated from Spring Bluff Nursery and Coffman is working with seed companies to have annual seeds for the planter boxes.

Bylaws

None

Long range Planning

none

Personnel

none

Policy

none

Technology

none

Special

None

Friends Report

none

Old Business

Sugar Grove Proposed TIF Discussion

Coffman and others are considering having a meeting regarding civic discourse discussion regarding the TIF including a moderator from the Elburn Herald. The first potential vote would be May 5th. Coffman has collected paperwork on existing TIF.

7.57pm Halikias will be leaving on a 5 minute break to gather keys for library closing.

Old Business

Sugar Grove Proposed TIF – Discussion

The library's role falls in with other taxing bodies to vote if procedure was followed correctly to go forward with the TIF to the Village Trustees. The library voted no with the Fire department not only because the only blighted are scattered farm houses compared to majority prime real-estate. The library and fire department would also lose income from future development for up to 23 years. It is resolved to review a letter written by Durrenberger to present at the Village meeting.

Parking Lot Project – discussion

Halikias is waiting on SKC quote would wait till next month. The parking lot needs to get cracks filled this year and use money from the building and equipment fund.

New Business

Budget for Fiscal Year 2015-2016 –Discussion

Halikias reports that we will wait to next month for budget discussion. New bids are being looked at to save money. Funds are allocated roof for yearly service to repair nail pops and the roof is not in that bad of condition. Coffman reports that we have not yet gotten and may never get the per capital grant. Halikias reminds that the budget can be passed up until June.

Consultation from Architect/Engineer – Discussion

Halikias reports that in the back of the building tuck-pointing needs to be done, mortar is crumbly, and the efflorescence is either cosmetically damaged or needs new sealing.

Coffman suggests that the damage may be due to high volumes of water from the downspouts. Because the building is only 5 year old the large amount of damage is suspicious and research is being done to find an independent engineer to test the materials and assess the building to find the source of the problem. Halikias will work with Coffman as a board representative to pick a contractor as soon as possible.

Addition of Director Shannon Halikias as authorized administrator representative on accounts and signer or credit card – Action Required

Motion to authorize Halikias as authorized administrator representative to accounts and signer on library credit card. Motion by Coffman. Second by Graceffa. Roll Call Vote: Bergman – yes. Durrenberger – yes. Coffman – yes. Graceffa – yes. Flint – yes. Morrical – yes. Oliver – yes. Motion Passed.

Natural Gas Contract Renewal – Action Required

Motion Change to Constellation Energy Company from Integris as recommended by the energy broker with a fixed rate in a 12 month contract.

Motion by Durrenberger. Second by Coffman. Roll Call Vote: Bergman – yes. Durrenberger – yes. Coffman – yes. Graceffa – yes. Flint – yes. Morrical – yes. Oliver – yes. Motion Passed.

Items for May agenda

Budget

Trustee Morrical position has expired and search for a new trustee will begin.

Adjourn

Motion to adjourn by Coffman at 8:39 PM. Second by Durrenberger. Voice vote: all yes. Motion Passed

Minutes respectfully submitted:

Melissa Flint