

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday February 19, 2020

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:39 pm CST.

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

Public Comment

No public.

Pledge of Allegiance

Approval of January 22, 2020 Regular Board Meeting Minutes

Michelle Damadeo motioned to approve the January meeting minutes. Brad Knechtges seconded. Motion carried.

January 22, 2020 Regular Board Meeting Minutes approved.

Correspondence

None

Review of Financial Reports

Shannon reviewed the *January 2020 Expenses by Vendor Summary* report. Out of the ordinary transactions:

- *Canon* (\$250.80) – Getting used to the way they bill: some months it'll be contract fees and other months it'll be contract fees plus consumables.
- *LIMRICC Unemployment Group* (\$74.55) – quarterly unemployment insurance.
- *Oakbrook Mechanical* (\$8,110.00) – yearly contract and repair (boiler assembly).

Budget vs Actual report: we are at 58.33%.

Approval of the January 2020 Check Register

Joy Stokes motioned to approve the January check register in the amount of \$57,476.06. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

January 2020 Check Register approved.

Director's Report

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

- Attended the Chamber of Commerce Board of Directors meeting.
- Kane County Chronicles talked about the annual report.
- Several meetings this month; Live and Learn grant was the focus.
- Circulation - had slight increase over the last year, and even bigger increase over the last two years.
- Technology – TBS scanning installation is still pending.
- Hosting interns from College of DuPage.

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Board Representative Reports

Building and Grounds

- Boiler repair completed.

Finance

None.

Personnel/Policy

None.

Strategic Planning

None.

Friends Report

- First event is being planned for third Saturday in March. It'll be a library showcase and the purpose of this private even will be to launch the foundation and thank donors. Details will be forthcoming.

Old Business

a) Live and Learn Construction Grant

- The library appears to be "in the running".
- Grant review on March 19, 2020 in Springfield. Shannon will be driving down and Cordogan, Clark & Associates would also like to attend.

New Business

a) TIF District Proposal

- Shannon presented library's (neutral) stance at the meeting.
- TIF passed.

b) Budget Redirect with Grooving' in the Grove

- Fox Valley Park District is selling its 'show mobile'. The hope was that they would donate, but they are selling, at a starting price of \$30,000.
- This has impacted the Grooving and the Grove planning since there are already concerts lined up for this year and the group wants to continue with this successful event.
- All taxing bodies have collectively decided to reduce the number of Sugar Grove Newsletter from twice a year to once a year. The savings will be put together.
- \$1,500 out of the Library's PR budget and redirect it to the Village.

c) Grant Update

- Duplicate item on the agenda. See above, under *Old Business*.

d) Preliminary Budget Planning

- Page 26 of packet includes the progress of the list compiled after the Trustee Walk-Through completed in March 2017.
- Shannon suggest a new walk-through be completed during next month's meeting (March 2020).

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Items for Next Month

- Strategic Planning Discussion
- Walk-Through
- Update on Live and Learn Grant
- Donation policy
- Update on TIF

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 7:13pm. Joy Stokes seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.