

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday August 24, 2022

1. Call to Order

President Ryan Ivemeyer called the meeting to order at 6:34 pm CST.

2. Board of Trustee Roll Call

- *Present: Pat Graceffa (Vice President), Vivian Santos-Buch (Secretary), Michelle Damadeo (Treasurer), Allison Short (Trustee), and Glenda Peck (Trustee)*
- *Present via Zoom: Ryan Ivemeyer (President)*
- *Also Present: Genna Mickey (Library Director)*
- *Absent: Tommy Thomson (Trustee)*

3. Public Comment

- None
 - a. Pledge of Allegiance

4. Public Hearing: Budget and Appropriation Ordinance 24-8-22

Pat Graceffa made a motion to open the public hearing. Michelle Damadeo seconded.

No public present.

Michelle Damadeo made a motion to close the public hearing. Vivian Santos-Buch seconded.

5. Old Business (reordered)

- a. Budget and Appropriations Ordinance 24-8-22

Pat Graceffa motioned to approve the Budget and Appropriations Ordinance 24-8-22. Allison Short seconded.

Budget and Appropriations Ordinance 24-8-22 Approved.

Move to Closed Session

Michelle Damadeo motioned to move to closed session at 6:40pm. Pat Graceffa seconded.

All in favor.

Motion carried.

Open Session resumed at 6:59pm. All have returned, no action taken.

6. Approval of Meeting Minutes

- a. July 27, 2022 Regular Session and Closed Session Minutes reviewed.

Vivian Santos-Buch motioned to approve both sets of meeting minutes for July 27, 2022. Allison Short seconded.

July 27, 2022 Board Meeting Minutes Approved.

7. Correspondence

- None.

8. Review of Financial Reports

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday August 24, 2022

Genna Mickey reviewed the *July 2022 Expenses by Vendor Summary* report. Transactions of note:

- *A1 Landscaping (\$1,100.00)* – fee for burning prairie grass behind the library
- *Quill LLC (\$218.08)* – paper towel and toilet paper
- *US Bank (\$23,700.00)* - Bond interest payment
- *A couple of presenter's fees*
- *Not Specified (\$30,262.21)* – two payroll cycles

Have not yet been able to connect with accountant to get ready for auditor. Meeting has been scheduled for next week. Numbers are still in flux after the fiscal year closed.

9. Approval of the July 2022 Check Register

Michelle Damadeo motioned to approve the July check register in the amount of \$79,750.19. Allison Short seconded.

All in favor.

Motion carried.

July 2022 Check Register Approved.

10. Director's Report

Genna Mickey reviewed her Director's Report for July/August.

- Library Advocacy and Funding virtual conference September 26-28. Fee is \$125 per participant. Michelle Damadeo would like to attend.
- Genna Mickey sent a letter to all Kaneland School Board members in response to the possibility of them going to ballot in April 2023. She has not received response.
- Illinois Public Library Annual Report (IPLAR) is due 60 days after end of fiscal year. Agenda item below.
- After much evaluation, Genna is recommending that as a result of the library's current financial situation, its operating hours be reduced. Additionally, there are currently two manager vacancies. Making it all very difficult to be open on Sundays. Currently the library is open on Sundays for four hours from 2:00pm to 6:00pm. Selecting Sunday would have the least patron disruption as this is the day with lowest patron visits (average of 156) and there are no RAILS deliveries. Back in 2015, hours increased to the current 50 hours/week to encourage patrons to vote yes in the upcoming referendum. However, the increased hours were kept in place even after the referendum was unsuccessful. Agenda item below.
- Genna would like to hold a staff development day and is seeking approval to close the library on Thursday October 20th for this purpose. Typically, libraries have one (1) or two (2) such events, but the library has only had one (1) in the last 10 years or so. Agenda item below.
- A former trustee volunteered to cut down two (2) dead trees that were on the side of the library and completed this task.
- The library saw a lot of visitors in July.
- Grooving in the Grove held another successful event in July with about 1,000 attendees.
- The staff donated 30 hours (volunteer work) to the Corn Boil this year.
- Successful library volunteer party in early August.
- Summer Reading program was very successful and had a very high participation rate. 307 patrons completed the program.

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday August 24, 2022

- The library will have two (2) new digital offerings: Libby app (Overdrive) adding magazines on September 1st and SWAN group discount for digital comics.
- Technical Services position filled; new employee started last week.
- The Circulation Services Supervisor recently resigned so Genna is in the process of backfilling and has an interview tomorrow.
- Volunteer shelving hours continue to be low (compared to pre-COVID).

President Ryan Ivemeyer had to leave the meeting at 7:27pm, during the Director's Report.

11. Board Representative Reports

Building and Grounds

- None.

Finance

- Trustee Damadeo reiterated that financially, things are very tight.

Personnel/Policy

- None.

Strategic Planning

- None

Referendum Readiness

- John Craskac from *Every Library* is not ready to talk to us. James ("Jamie") Rachlin's is still working on his material.
- John is suggesting we schedule a special meeting in October.

12. Friends and Foundation Reports

- Foundation working on ideas for a fundraiser. Have talked to local business who would match with a donation.

13. Trustee Open Comments and Discussion

- No additional comment.

14. New Business

a. IPLAR

- i. Authorizing library staff to submit this legally required report.
- ii. Report is mostly done.
- iii. Submission due September 1, 2022.

Pat Graceffa motioned to authorize the library staff to submit this year's IPLAR. Glenda Peck seconded. All in favor.
Motion carried.

IPLAR Submission Authorized.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday August 24, 2022

- b. Library Hours Reduction
 - i. More details in the director's report.
 - ii. New library operating hours would be:
 - Monday – Thursday: 10am-8pm
 - Friday: Closed
 - Saturday: 10am-4pm
 - Sunday: Closed
 - iii. After discussion, Board decided to make the new operating hours effective September 1, 2022.

Michelle Damadeo motioned to reduce the library's operating hours as outlined above, due to budget constraints. Pat Graceffa seconded.

All in favor.

Motion carried.

New Operating Hours Approved.

- c. Staff Development Day Closure Approval

Pat Graceffa motioned to close the library on Thursday October 20, 2022 for Staff Development Day. Glenda Peck seconded.

All in favor.

Motion carried.

Library Closure for Staff Development Day Approved.

- d. Items for September Agenda
 - i. Adoption of certificate estimate of revenue by source
 - ii. Determination of estimated funds needed
 - iii. Social Media policy
 - iv. Discuss October special meeting with John Craskac from Every Library

15. Adjournment

Pat Graceffa motioned to adjourn the meeting at 8:46pm. Michelle Damadeo seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.