

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday, August 27, 2025

1. Call to Order

Board President Allison Short called the meeting to order at 6:35pm.

2. Board of Trustee Roll Call

Present: Allison Short, Glenda Peck, Michelle Damadeo, Sam Lucente,
Adrien Aaron (6:43pm arrival)

Present via zoom: Marisa Richards

Also Present: Genna Mickey, Library Director; Nicole Yunger

Excused: Stacey Puett

Motion made by Trustee Glenda Peck to allow Trustee Marisa Richards to attend the meeting via zoom due to childcare exemption. Seconded by Trustee Sam Lucente. All in favor, motion carried.

3. Public Comment

None

4. Pledge of Allegiance

Board meeting attendees stood to recite the pledge of allegiance.

5. Public Hearing

A motion was made by Trustee Sam Lucente and seconded by Trustee Michelle Damadeo to open the Public Hearing to review the Budget and Appropriations Ordinance 2025-08-27 and authorize the library to expend funds necessary for the operations of the facility on Wednesday, August 27 at 6:37pm. All in favor, motioned carried.

No individuals from the public were in attendance for the Public Hearing. The Board reviewed the Budget and Appropriations Ordinance 2025-08-27.

A motion was made by Trustee Glenda Peck to close the Public Hearing and reopen the Regular Board Meeting on Wednesday, August 27 at 6:38pm, and seconded by Trustee Michelle Damadeo. All in favor, motioned carried.

6. Consent Agenda

- a. Budget and Appropriations Ordinance 2025-08-27
- b. Certified Estimate of Revenue by Source for July 1, 2025-June 30, 2026
- c. July 2025 Expenditures: \$108,472.73
- d. Regular Meeting Minutes: 7/23/2025
- e. Closing on Wednesday, 10/29/2025 for Staff Development
- f. Illinois Public Library Annual Report (IPLAR) Submission due 9/1/25
[75 ILCS 16/30-65]

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Motion to approve the Consent Agenda by Trustee Glenda Peck and seconded by Trustee Michelle Damadeo. All in favor, motioned carried.

7. Director's Report

Director's report updated to align with strategic plan goals –

- Genna reported out on upcoming events, finance updates, and Director's University and the IL Public Library Standards. Plans to add library standards to regular meeting agendas.
- Goal 1 – Strengthen Community Engagement and Outreach
 - Sugar Grove Corn Boil participation
 - Sugar Grove Chamber of Commerce Golf Outing
 - Curriculum night at Kaneland Elementary schools, with information on obtaining a library card
 - 100 more welcome wagon bags delivered
 - Village meetings are now held at the Library
- Goal 2 – Address Infrastructure and Technology Modernization
 - Difficulties working with LED sign vendor; recommendation to have attorney send a strongly worded letter seeking better service
 - Lights updated, new garbage cans installed
 - Cuppola project in progress, wrapping up this week
 - Webit new computer and Deep Freeze cloud system installs will take place in September
 - Moving away from VMWare server network due to price increase; Webit will install Microsoft's version on Library's system
 - New SWAN online library card registration system fully released
 - Moving forward with purchasing a new 3D printer after donated printer had parts fail
- Goal 3 – Enhance Programming & Service Offerings to Diversify Patron Engagement
 - Patron used metal detector from Library of Wonderful Things to find a lost wedding ring, patron is now a library card holder
 - Looking for a date in September to host a Friends kick-off meeting
 - Seeking refresh of outdoor staff patio area
 - No movement on teak furniture refurbishments, received offer to purchase the furniture on FB Marketplace
- Goal 4 – Develop a Robust Marketing and Communications Plan
 - First Community Leaders meeting held on August 15th, very successful event
 - Planning targeted mailers at Chelsea Commons and Senior Living facilities
 - New logo will launch in October, in advance of Halloween activities

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- Director Mickey discussed increased insurance premiums and a mental health benefit that Director Mickey is interested in implementing if budget allows
- 30% more visitors, 70 new library cards issued this month
- Launched 1,000 books before Kindergarten initiative

8. Board Representative Reports

Building and Grounds – Addressing recent storm damage (lightbulbs, front door, fallen tree). Digging up some iris possibly in September, seeking assistance from Sugar Grove Beautification Committee.

Finance – Planning to set up meeting to review Kelly Zapinski’s calculations on amount of ordinance funds to transfer over to special reserve next month.

Personnel/Policy – Coordinated closing for staff development day, recommendation to review some of Library’s policies as a part of regular board meetings.

Strategic Planning – Patron survey in development.

9. Library Foundation Report

Meeting held August 15th via zoom, dates for first Friends meeting are currently under consideration. Most important priority: recruitment. Interested in poinsettia fundraiser for the holidays.

10. Trustee Open Comments and Discussion

Trustee Peck discussed “thankful for you” treats for staff appreciation from Board for Thanksgiving.

11. Old Business

None at this time.

12. New Business

- a. Meeting room audiovisual/presentation equipment replacement project –

Received only one proposal to date from Fathom Media. Company provided two options for solutions now and recommends option 1: AVPro system which costs less and eliminates a few unnecessary features. Option 2 has more bells and whistles but costs substantially more. Genna seeking an additional proposal from another company for comparison. No deadlines on initial proposal.

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13. Items for Next Month

- a. Ordinance to transfer funds to special reserve
- b. Add IL Library Standards as normal agenda item
- c. Policy review
- d. New manager reports
- e. Approval of quote for meeting room audiovisual/presentation equipment replacement project

14. Adjournment

Motion for Adjournment was called at 7:46pm by Trustee Glenda Peck and seconded by Trustee Sam Lucente.

All in favor, motion carried.