

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday, September 24, 2025

1. Call to Order

Board President Allison Short called the meeting to order at 6:36pm.

2. Board of Trustee Roll Call

Present: Allison Short, Glenda Peck, Michelle Damadeo, Marisa Richards, Sam Lucente, Adrien Aaron, Stacey Puett

Also Present: Genna Mickey, Library Director; Heidi Lendi, Village Trustee; Nichole Yunger, via Zoom

3. Public Comment

None

4. Pledge of Allegiance

Board meeting attendees stood to recite the pledge of allegiance.

5. Consent Agenda

- a. August 2025 Expenditures: \$153,721.53
- b. Regular Meeting Minutes: 8/27/2025
- c. Weber & Associate's Audit Agreement
- d. Ordinance 2025-09-24 Transferring Funds to the Special Reserve Fund

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

6. Director's Report

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

- Genna reported out on professional development, upcoming events, finance updates, and Illinois Public Library Standards. One topic will be reviewed at each monthly Board meeting throughout the week.
- Goal 1 – Strengthen Community Engagement and Outreach
 - Will be ordering new bags for welcome wagon.
 - Discussion on magnets for patrons and slap bracelets for kids.
- Goal 2 – Address Infrastructure and Technology Modernization
 - 18 computers have been successfully installed, 2 remaining.
 - All computer software has been upgraded.
 - No updates on LED sign repair/part installation, but discussion is in progress.
- Goal 3 – Enhance Programming & Service Offerings to Diversify Patron Engagement
 - New 3D printer has arrived and printing policy is in place. Looking into acquiring larger machines for larger projects.
 - Updated staff patio area to increase usage.

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- Goal 4 – Develop a Robust Marketing and Communications Plan
 - Still working on creating a mailer for Chelsea Commons and Senior Living facilities. Target mail date: November 1.
 - Logo has been finalized and will be used on giveaway items this fall.
 - Hiring Youth Services 16-hour position for youth department to stabilize staffing in the department.
- Patrons are filling out cards to share how they use the library, as a part of National Library Card Sign-up Month.
- SGPLD Patron Survey is drafted, ready to launch following board review.
- New vending machine has been installed, replacing older ones.

7. Board Representative Reports

Building and Grounds –

- Trustee Glenda Peck will be digging up the iris and integrating them into the rest of the landscaping. Might require additional topsoil or bushes to be purchased to fill holes.
- Discussion about trip hazards due to sinking pavers.

Finance –

- Draft levy has been reviewed.
- No other updates at this time.

Personnel/Policy –

- 3D Printing policy and 3D printing user agreement have been finalized.

Strategic Planning –

- Survey drafted, some questions are repeated from previous surveys to allow the Library to compare/contrast response changes.
- Also aligning questions with goals of the strategic plan.
- Survey will be posted online, on social media pages, in the newsletter, and will stay open for a few months.
- Discussion on incentivizing survey responses, Director Mickey will research to see if this is a possibility.

8. Library Foundation Report

- Library Foundation is looking to create a friends committee to launch as a subset of the Foundation, with the goal of creating a stand-alone group in the future.
- Library Friends Committee Meeting Kickoff: 9/29/25 6:00pm.
- Looking into Poinsettia sale as a fundraiser opportunity.

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9. IL Public Library Standards

Topic – Access: Action Plan

- Board reviewed SGPLD's self-assessment regarding how the library is meeting IL Public Library Standards related to access.
- Standard 1: "Advanced"
- Standard 2: "Advanced"
- Standard 3: "Advanced"
- Standard 4: "Intermediate"
 - Library considering an off-site locker or kiosk for returning materials.
- Standard 5: "Advanced"
- Standard 6: "Advanced"
- Standard 7: "Advanced"
- Standard 8: "Core"
 - Library identifying signage upgrade needs in other languages.
- Standard 9: "Intermediate"
 - Library has dedicated space for quiet reading room, Now Space, and back porch space. Considering additional dedicated spaces for specific populations if space allows (plant propagation wall, etc.).
- Standard 10: "Advanced"
 - Library considering transitioning children's picture book area to outward-facing browsing, but would be costly replacement.
- Standard 11: "Advanced"
- Standard 12: "Advanced"

10. Trustee Open Comments and Discussion

- Discussion on gifts for staff for holiday season
 - "We are Thankful" baskets
 - Cookies and grab/go snacks
 - Possibly a small appliance for staff workspace
 - Water filtering service, hot/cold water machine
- Discussed coffee vending machines or commercial grade brewing machine for patrons
 - Partnership with Hinckley Coffee Shop

11. Old Business

None at this time.

12. New Business

- a. Library Insurance Policies – Discussion
 1. Discussion on looking for other options
- b. Policy 400: Use of Library, Revision – Discussion
 1. Proposing new Use of the Library Policy to replace outdated Patron Code of Conduct
 2. Will be put in consent agenda for next month

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- c. Policy 370: 3D Printing Policy, Creation – Discussion
 - 1. Discussion on prohibited, inappropriate, or dangerous printed items.
- d. Levy Draft – Discussion
 - 1. Will discuss and seek approval from the Board next month.
- e. Resolution 2025-09-24-1 Estimate of Funds Needed for 2025-2026
 - 1. Discussion on fund estimates, and whether additional funds would be needed.
 - 2. Motion to approve by Trustee Adrien Aaron, seconded by Trustee Michelle Damadeo. All in favor, motion carried.

13. Items for Next Month

- a. Meeting room audiovisual presentation equipment replacement project
- b. Library Insurance Policies
- c. Policy 400: Use of Library, Revision
- d. Policy 370: 3D Printing Policy

14. Adjournment

Motion for Adjournment was called at 8:10pm by Trustee Marisa Richards and seconded by Trustee Sam Lucente.

All in favor, motion carried.