

Sugar Grove Public Library
August 22, 2018 Board Meeting Minutes

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:31 pm CST.

- Present: Pat Graceffa (President), Robert Bergman (Vice-President), Debbie DeBoer (Treasurer), Joy Stokes (Trustee), Jane Klingberg (Trustee), Bradley Knechtges (Trustee)
- Absent: Vivian Santos-Buch (Secretary)
- Also Present: Shannon Halikias (Library Director), Genna Mickey (Assistant Library Director)

Public Comment: None

Pledge of Allegiance

Approval of July 25, 2018 Regular Board Meeting Minutes:

Jane Klingberg motioned to approve minutes. Joy Stokes seconded. All approved. Motion carried.

Minutes of July 25, 2018 Regular Board Meeting approved.

Correspondence

A patron shared a concern about three children being told they were too young to participate in a Teen Program activity. The issue of discrimination was raised. Shannon discussed the issue with the patron and advised that the library staff based their handling of the situation on current library program policy. Shannon and staff will revise current Teen Program Policies to include firmer language regarding age requirements. Also, on-line registration may be changed to require entry of birth date.

Review of Financial Reports

1. July 2018 *Expenses by Vendor Summary* report/check register reviewed. Report included:
 - Bond Payment of \$63,075.00
 - Payroll of \$27,530.31 (Going forward with this fiscal year, payroll will be included in the monthly *Expenses by Vendor Summary* report. The inclusion of payroll will give a more accurate picture of the total budget.

Approval of July 2018 Check Register

Debbie DeBoer motioned to approve the July 2018 check register in the amount of \$117,374.17. Bradley Knechtges seconded. All approved. Motion carried. July 2018 Check Register approved.

Director's Report

- Continued research on development of Library of Things
- Audit prep the week of August 29
- Vending machine representatives, for the former café space, cancelled. Shannon will consult with Waubensee Community College about their vendors.
- Completing per capita spending and beginning Back to Books spending/ordering.
- Awaiting final Holmgren electric report
- Groovin' in the Grove was a big hit.
- Congratulations to Scott Noblitt on completion of his MLS.
- Genna Mickey (Assistant Director) presented information regarding the success of the Summer Reading Program and Summer Teen Volunteer Program.

Board Representative Reports

Building and Grounds: None

Finance: None

Personnel/Policy: None

Strategic Planning: None

Friend's Report

- Boy Scouts completed outdoor work
- Boy Scouts could perhaps provide snacks at Groovin'in the Grove events
- Friend's would like to recognize the Boy Scouts, other youth volunteers and perhaps other volunteers at Pancake Breakfast. Director and Board agreed that was a good idea and left final decision to the Friend's.

Old Business: None

New Business:

IPLAR Reviewed/Approved: Debbie DeBoer's phone number and Vivian's name needs correction. Joy Stokes motioned to approve 2018 IPLAR with corrections. Debbie DeBoer seconded. All approved. Motion carried. 2018 IPLAR approved .

Budget and Appropriation Ordinance 2018-08-22 Public Hearing: No public comment

Budget and Appropriation Ordinance 2018-08-22 Adoption: Debbie DeBoer motioned to approve

Budget and Appropriation Ordinance 2018-08-22. Jane Klingberg seconded. All approved.

Motion carried. B&A Ordinance 2018-08-22 approved.

Estimate of Revenue by Source: Debbie DeBoer motioned to approve the Estimate of Revenue by

Source for the fiscal year of July 1, 2018 to June 30, 2019. Bob Bergman seconded. All approved. Motion carried. Estimate of Revenue by Source approved.

Resolution of Estimate of Funds: Bradley Knechtges motioned to approve. Joy Stokes seconded. All approved. Motion carried. Resolution of Estimate of Funds approved.

Items for Next Month

- Shannon, Jane, and Brad will meet to create a public friendly annual report from the IPLAR.
- A tentative levy may be available in September.
- Revised Program Policy will be presented.

Adjournment

Debbie DeBoer motioned to adjourn meeting at 7:30 pm CST. Joy Stokes seconded. All approved. Motion passed.

Minutes prepared by Joy Stokes (Trustee) 08-26-2018