

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday January 24, 2018

Call to Order and Roll Call

Vice President Pat Graceffa called the meeting to order at 6:33 pm CST.

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

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of December 20, 2017 Regular Board Meeting

Debbie DeBoer motioned to approve the minutes. Bob Bergman seconded.

All in favor.

Motion carried.

Minutes of December 20, 2017 Regular Board Meeting approved.

Correspondence

- Shannon shared the Prairie Glen Subdivision Homeowners Association Budget that was just passed.
- Shannon shared that a number of condolences notes have been received after Mr. Anthony Oliver's passing.
- Shannon also received a concern from a patron regarding the holiday closing schedule. Patron felt that the scheduled wasn't well advertised. Shannon directed the patron to the flyers, library website, and social media where it was advertised. Shannon sent a note back apologizing for the inconvenience.

Review of Financial Reports

December 2017 Expenses by Vendor Summary report (page 7 of packet).

- *Treasurer* DeBoer pointed out the bond payment (\$631,925) which was made this month. Everything else is standard.
- Shannon pointed out the *Budget vs. Actual* report (page 10). We are tracking well on expenses versus expenditure. In regards to revenues, the next taxes are due in May, at which time that number will bump.
- *Trustee* Jane Klingberg asked about the HOA fee, where it was located in the report, and the amount paid. Shannon explained it is about \$3,000/yr for the seven (7) properties/lots we have. *Vice President* Pat Graceffa gave some historical background regarding the HOA obligation. At the time the land was purchased, the library board was in talks about purchasing another piece of land. That deal fell through, and the alternative was not feasible. The developer for this land was approached, and after

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negotiations, they gave us a very good purchase deal. As part of the deal, we would pay the HOA fee. Pat also explained that had we not taken the deal, we were at risk of losing the bond. Shannon's only concern with the deal is that we do not have a voice on that board.

Approval of the December 2017 Check Register

Debbie DeBoer motioned to approve the December check register in the amount of \$656,845.61. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

December 2017 Check Register approved.

Director's Report

- *Director* Shannon Halikias reviewed her written report for December 2017 (p. 14 - 21).
- MAGIC quarterly meeting.
- "Holiday in the Grove" was successful. Up 24%.
- "Food for Fines" was also successful raising about 1,000 items for the food pantry.
- Got BMI (Broadcast Media Incorporated) license. Sticker has been posted at entrance.
- Slight decrease in circulation this month and two-year period, as well as in Reference questions. Additional days closure in the month account for this.
- Planned events:
 - March: Shannon is looking to partner with the Kaneland School District for an Art Show geared towards 6th, 7th, and 8th graders. Planning meeting scheduled for next week.
 - April/May: show for National Poetry Month, and show Leo Zarko's work.
 - June: the next Gallery 125 show.
 - October: first Authors Fair (launch of the new local authors section is TBD).

Board Representative Reports

Building and Grounds (discussed during Director's Report)

- Shannon completed an assessment on the progress being made on the Board's "walk-through checklist". About half of the tasks on the list have now been completed.
- Shannon got a quote for counter repair. She explained that even if it is repaired (rather than replaced), the crack will still be visible. Shannon will get an additional quote to see how much it will be to replace it.
- Still looking for a "go-to" contractor/handy-person to assist with the wear and tear items as they come up.

Finance

No report.

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Personnel/Policy

No report.

Strategic Planning

No report.

Friends Report

No report.

Old Business

None.

New Business

a) Policy 200: Patron Code of Conduct (page 22 – 27)

- Significant changes from the 2014 “Patron Behavior” policy (page 22-23).
- Modeled after other libraries’ policies which have already gone through extensive review, saving us that cost.

Jane Klingberg motioned to approve Policy 200: Patron Code of Conduct. Debbie DeBoer seconded.

All in favor.

Motion carried.

Policy 200: Patron Code of Conduct approved.

b) Staff Development Day

- Agenda still being worked on (draft on page 28-29).
- Event planned for Thursday 02/01/18.
- New safety preparedness equipment ordered and will be reviewed.
- Cintas coming in for fire extinguisher training.
- Fire Department coming in for drilling training.
- Waiting to hear back from Police Department for their support on the *Run, Hide, Fight* (active shooter) training.

c) Amazon Wish list

- List has been created with items the library needs. Link available on the Library’s webpage. If the “Amazon Smile” link is used, .05% of the purchase will go to the Friends of the Library.
- Shannon is working on a video tutorial to show patrons how to do it.
- Promotion of the Wish List will be upcoming.

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d) Trustee Vacancy

- Vacancy of Trustee on the Board as a result of Mr. Oliver's passing. Also leaves the *President* position open.
- Board agreed to have Shannon post and ask for interest and resumes.

e) Trustee Officer Positions

- Discussed options. Vivian asked Pat Graceffa is she would be open to it. Pat said yes, as long as no one else was interested. Discussion about the benefit of having
- Pat asked if anyone was interested in the *Vice-President* position. Bob Bergmann volunteered for the *Vice President* position.
- Shannon will update records and will submit all new names for the Economic Interest Statements, which should be coming out to Trustees soon.

Debbie DeBoer motioned to approve Pat Graceffa as *President*. Jane Klingberg seconded.

Pat Graceffa abstained. All in favor.

Motion carried.

Pat Graceffa's appointment as *President of the Board* approved.

Debbie DeBoer motioned to approve Bob Bergmann as *Vice-President*. Pat Graceffa seconded.

Bob Bergmann abstained. All in favor.

Motion carried.

Bob Bergmann's appointment as *Vice-President of the Board* approved.

f) Oliver Memorial

- Shannon talked about Mr. Anthony Oliver's funeral services.
- Discussed different ideas to memorialize the late Board President Mr. Anthony Oliver. Shannon suggested a memorial donation wall or tree. Several spoke about similar memorial walls in other libraries or locations. Vivian suggested naming the Board Room after Anthony (The Anthony Oliver Board Room).
- Shannon will look into these and get back to the Board.

Items for Next Month's Agenda

- Shannon starts planning next fiscal year's budget during the January/February timeframe. She asked if anyone has any ideas, to bring them to next month's meeting.
- Financial chronology.

Adjournment

Motion: To adjourn the meeting at 7:43 p.m. Motion by Debbie DeBoer, seconded by Vivian Santos-Buch. Voice vote: all yes. Motion passed.