

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 23, 2018

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:45 pm CST.

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

Public Comment

Member of the public presented some information on a recent meeting regarding a possible third TIF (Tax Increment Financing). The Village of Sugar Grove approved a TIF study.

Pledge of Allegiance

Approval of Minutes of April 25, 2018 Regular Board Meeting

Debbie DeBoer motioned to approve the April minutes. Joy Stokes seconded.

All in favor, with the exception of Bob Bergman, who abstained as he was not present last month. Motion carried.

Minutes of April 25, 2018 Regular Board Meeting approved.

Correspondence

None.

Review of Financial Reports (p. 3)

April 2018 Expenses by Vendor Summary report. *Treasurer* DeBoer there are no out of the ordinary transactions. Some key transactions:

- *MAGIC Automation Group* (\$1,138.95) – quarterly.
- *LIMRICC Unemployment Group* (\$225.74) – quarterly.
- *Zabinski Consulting* (\$225.00) – review of books.

Shannon went over a few items on the *Budget vs. Actual* report (p. 6-7). She continues to watch closely as the fiscal year comes to a close.

Approval of the April 2018 Check Register

Vivian Santos-Buch motioned to approve the April check register in the amount of \$16,960.60. Debbie DeBoer seconded.

All in favor.

Motion carried.

April 2018 Check Register approved.

Director's Report (p. 9)

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- Shannon reviewed her written report for April 2018.
- She continues to work on her professional development goals.
- SWAN merger preparation and launch (beginning of May) went well. Some minor glitches behind the scene, but no major impact to patrons.
- Started offering Ancestry.com for genealogy services and Hoopla.com for books, music, TV shows, and movies.
- Work with the foundation continues.
- Shannon also contacted the Village of Montgomery about impact fees. There are no new impact fees due. Village provided a report.
- Finally, Shannon reviewed April statistics.

Board Representative Reports

Building and Grounds (discussed during Director's Report)

- Shannon discussed some of the work done by Showalter Roofing and the Board discussed some concerns with previously done work. Shannon will be doing a walk through with the contract and explore options.
- Sidewalk work on four key areas that needed repair has been completed.
- Found and installed a replacement grate for the one that had gone missing near the front entrance.
- Pat also shared that on Saturday, 12 volunteers came out to work on the library landscape. They will be coming back during the summer.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

No report.

Friends Report

- Friends received a donation. Pat sent a thank you note.
- Debbie shared information on the Chess club starting in June, then every two months. It'll be run by her son.
- Quilt donation. Board gave some suggestion on details for the raffle.

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Old Business

a) Annual report discussion

- Board members discussed some ideas for the library's annual report.
- Shannon suggested having a Board representative, member of the Strategic Committee, dedicated to help out with this project.

New Business

a) Library Foundation

- The first official Foundation meeting with Jessica Fese was very productive.
- Founding members were set. A register agent was selected.
- Starting to work on the by-laws, crafting the mission, and paperwork.
- The next meeting will be held: third Wednesday of June, at 6:30pm.

b) Working Budget Adoption (p. 14)

- Begins July 1st.
- Same structure as last year.
- Total revenue is estimated to grow 2.08% (comprehensively).

Debbie DeBoer motioned to adopt. Bob Bergman seconded.

All in favor.

Motion carried.

Working Budget Adoption was approved.

c) Programming Update

- Genna Mickey reviewed the "Adult Programming Survey" results. Quick survey was done at the end of March to gather feedback on adult program. One of the key findings was the desire for more crafts programs.

Adjournment

Debbie DeBoer motioned to adjourn the meeting at 8:15 p.m. Joy Stokes seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.