

**Sugar Grove Public Library District
Library Board of Trustees
Wednesday, December 14, 2016
Regular Board Meeting Minutes**

Call to Order and Roll Call

Vice-President Bill Durrenberger called the meeting to order at 7:00 pm.

Present: Bill Durrenberger, Vice-President; Bob Bergman, Trustee; Pat Graceffa, Secretary; Kim Ekker, Trustee; Debbie DeBoer, Trustee; Vivian Santos-Buch, Trustee; Shannon Halikias, Director.

Public Comment: None

Pledge of Allegiance

Approval of Minutes October 26, 2016 Regular Board Meeting – Open Session.

Motion: To approve the amended minutes of the October 26, 2016 (To include Correction (Approval of September ((not August)) Check Register) Motion made by Bergman, Second by DeBoer. Roll Call Vote: Durrenberger – yes, Bergman – yes, Ekker – yes, Santos-Buch – yes, DeBoer-yes, Graceffa – yes.

Approval of Minutes October 26, 2016 Regular Board Meeting – Closed Session.

Motion: To approve the minutes of the October 26, 2016 Closed Session. Motion made by DeBoer, Second by Bergman. Roll Call Vote: Durrenberger – yes, Bergman – yes, Ekker – yes, Santos-Buch – yes, DeBoer-yes, Graceffa – yes.

Approval of Minutes November 16, 2016 Regular Board Meeting – Open Session.

Motion: To approve the amended minutes of the November 16, 2016 (To include Correction (Approval of October 26 ((not August 24)) Regular Board Meeting – Open Session) & including DeBoer at the November meeting. Motion made by DeBoer, Second by Durrenberger. Roll Call Vote: Durrenberger – yes, Bergman – yes, Ekker – Santos-Buch – yes, DeBoer-yes, Graceffa – yes

Correspondence

1 complaint on snow removal. Shannon has handled.

Review of Financial Reports

2 large checks; Pekin Ins and Audit. Debbie explained.

Approval of November 2016 Check Register

Motion: To approve the November 2016 Check Register. Motion made by Bergman Second by DeBoer. Roll Call Vote: Durrenberger – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes, DeBoer-yes.

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Director Report – New web page launched. Still adding content.

Board Representative Reports

Building & Maintenance – Anthony not present.

Finance: None

Personnel: Discussion later under new business.

Friends Report – Community Day for Sugar Grove Police and Fire Success – made a little over \$1000

New Business:

Per Capita Grant Application – No board action required per Shannon. Trustees are to review Chapter 6, “ Access” from Serving Our Public.

Health Savings Accounts – Offer a one-time salary adjustment effective Jan. 1, 2017 to compensate employees for the termination of the plans. Cost for onetime adjustment - \$15,900 and will be reflected in future budget. Should not be viewed as a “salary increase.” New part-time employees will NOT be hired with the additional salary adjustment. May not be the case for future management hires as some level of benefits are expected.

Next year salary scale should be reviewed. We are currently below par.

Approval to authorize Director to administer salary adjustments in as a benefits compensation effective January 1, 2017.

Motion: To approve to authorize Director to administer salary adjustments in as a benefits compensation effective January 1, 2017. . Motion made by Durrenberger. Second by DeBoer. Roll Call Vote: Durrenberger:– yes, DeBoer – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

Local Government Travel Expense Control Act – New policy adopting travel reimbursement policy in accordance with the local government travel Expense control act.

Approval to adopt Resolution No. 2016-12-14 A resolution adopting a travel reimbursement policy in accordance with the local government travel Expense control act

Motion: To approve to adopt Resolution No. 2016-12-14 A resolution adopting a travel reimbursement policy in accordance with the local government travel Expense control act Motion made by DeBoer. Second by Durrenberger. Roll Call Vote: Durrenberger:– yes, DeBoer – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes.

Trustee Elections – Shannon and Bill will contact lawyer and will discuss terms of trustees at January meeting with Board.

Items for January 2017 Agenda:

Trustees are to review Chapter 6, " Access" from Serving Our Public.

Next year salary scale should be reviewed. Director will advise board.

Adjournment:

Motion: To adjourn the meeting at 8:18 pm. Motion by Durrenberger . Second by DeBoer

Voice vote: All yes. Motion passed.

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