

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday October 23, 2019

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:38 pm CST.

- *Present:* Bradley Knechtges (*President*), Vivian Santos-Buch (*Secretary*), Joy Stokes (*Treasurer*), Pat Graceffa (*Trustee*) and Tommy Thomson (*Trustee*).
- *Also Present:* Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*).
- *Late Arrivals:* Michelle Damadeo (*Trustee*) and Jane Klingberg (*Vice President*).

Public Comment

No public.

Pledge of Allegiance

Approval of September 25, 2019 Regular Board Meeting Minutes

Pat Graceffa motioned to approve the September meeting minutes. Tommy Thomson seconded.
Motion carried.

September 25, 2019 Regular Board Meeting Minutes approved.

Correspondence

- Invitation from the Lifelong Learning Center holiday event on Monday December 16, 2019.
- Slight concern from patron about the conditions of the male restrooms. Service Master was contacted.

Review of Financial Reports

Joy Stokes reviewed the *September 2019 Expenses by Vendor Summary* report and pointed out the following transactions:

- *Illinois Office of State Marshall* (\$200.00) – Certification that boiler and other systems meet code.

Approval of the September 2019 Check Register

Tommy Thomson motioned to approve the September check register in the amount of \$45,193.14. Joy Stokes seconded.

All in favor.

Motion carried.

September 2019 Check Register approved.

Director's Report

Shannon reviewed her Director's Report for the period of September to date.

- Two Sugar Grove Arts & Entertainment Committee (SGAEC) planning meetings have been held so far. The schedule for *Grooving in the Grove* is almost done.
- Shannon was interviewed by K-Love radio station. It will air in their "A Closer Look" segment, but air date is to be determined.
- Due to vacancy and employee vacation schedules, Shannon and Genna Mickey have been covering a lot of shifts. However, both open vacancies have now been filled.
- The next Gallery 125 has been planned, and the opening will be during Holiday in the Grove on December 3, 2019.
- Second Annual Indie Author Day is scheduled for November 16, 2019. 28 authors signed up.

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- Brad K. is attending the Illinois Library Associate (ILA) meeting tomorrow October 24.
- Circulation increased 12.5% over last year, and 18.1% over the last two years.
- Pat brought up observation about the door counter and patrons coming in/out by-passing the counter.
- Cannon copier is working well in Staff area. However, the Patron copier is delayed due to the age of the coin counter which resulted in the need for a different cable.

Board Representative Reports

Building and Grounds

- The repair work needed to address the leak in the Story Time room has been rescheduled twice due to weather.
- Shannon recommends moving forward with the second half of the lighting retrofit project now that the new fiscal year has started.
- Dishwasher and refrigerator in Staff area, both about 10 years old, will need replacement soon. For now, a sign has been posted that the dishwasher not be used due to water leak (which is in turn impacting the floor boards).
- Brad asked for a refresher on the grounds' winter maintenance package. Shannon provided the information on winter maintenance, including snow plowing and sidewalk maintenance.

Finance

None.

Personnel/Policy

Will be discussed later in the agenda.

Strategic Planning

- Presentations at the Village of Montgomery Board meeting has been scheduled for October 28, 2019 at 7:00pm and at the Sugar Grove Township meeting on November 5, 2019.

Friends Report

- Pat Graceffa discussed final plans for the upcoming Pancake Breakfast on October 26, 2019.

Old Business

a) Live and Learn Construction Grant

- Shannon explained the difference between a mini grant and a general grant.
- Shannon recommends going for RFP for vendors who can put a project plan together.
- The entire Board then accompanied Shannon to the Foyer and Café area to look at the items that should be included in the project's scope as drafted the meeting packet, including floor replacement, wall paint, bathroom enhancements, etc.
- The Board provided some feedback to Shannon on the proposed changes and priorities.
- The scope of the project will depend on the amount of the grant, but some items will remain as a priority as part of the general refurbishing of the library.

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New Business

a) Policy 440: Computer Use and Utilization policy

- One minor change proposed.

Pat Graceffa motioned to approve Policy 440: Computer Use and Utilization policy with one minor change.

Joy Stokes seconded.

All in favor.

Motion carried.

Policy 440: Computer Use and Utilization policy approved.

b) Per Capita Grant Training Requirements

- The Board reviewed the list of approved webinars once again and decided on “Community Based Strategic Planning”.
- All Trustees will watch the webinar and discuss learnings during next month’s meeting.

c) Annual Report

- Board reviewed the first draft of the report and provided some feedback.

d) Audit Review

- The 2018-2019 Audit Report was reviewed.
- Joy and Shannon reviewed highlights, including the fact that it was a very clean audit.

Jane Klingberg motioned to approve the results of the audit. Michelle Damadeo seconded.

All in favor.

Motion carried.

Results of the Audit approved.

Closed Session: 5 ILCS 120/2 (1) – Annual Review of Library Director

8:35pm – Joy Stokes motioned to go into closed session. Tommy Thomson seconded.

9:52pm - At this time, Michelle Damadeo motioned to end the closed session. Joy Stokes seconded the motion.

Open Session: Annual Review of Library Director

9:52pm - Tommy Thomson motioned to go back into open session. Joy Stokes seconded.

Jane Klingberg motioned to approve the annual increase of 3% and general stipend for Shannon Halikias compensation. Michelle Damadeo seconded.

All in favor.

Motion carried.

Library Director Annual Raise approved.

Adjournment

Jane Klingberg motioned to adjourn the meeting at 9:53pm. Tommy Thomson seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.