

**Sugar Grove Public Library District
Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday October 25th, 2017

Call to Order and Roll Call

Vice President Pat Graceffa called the meeting to order at 6:36 pm CST.

Present: Pat Graceffa, *Vice President*; Debbie De Boer, *Treasurer*; Vivian Santos-Buch, *Secretary*; Trustees Robert Bergman, Joy Stokes, and Jane Klingberg.

Absent: Anthony Oliver, *President*

Also Present: Library Director Shannon Halikias and Assistant Director Genna Mickey

Pledge of Allegiance

Public Comment

None.

Approval of Minutes of September 27th, 2017 Regular Board Meeting

Vivian Santos-Buch motioned to approve the minutes. Debbie DeBoer seconded.

All in favor.

Motion carried.

Minutes of September 27th, 2017 Regular Board Meeting approved.

Correspondence

Library Director Shannon Halikias presented the following pieces of correspondence:

- Letter from the state regarding how audits are to be conducted. Shannon explained that the library already does it this way, so we are in compliance. No action needed.
- Invitation for a luncheon on Wednesday 12/06/17 at Pipers Banquets in Aurora. Shannon stated this is a great opportunity to meet patrons.
- Letter from the Village of Montgomery regarding tax refund (TIF joint review board). The library is getting a \$2.57 refund.

Review of Financial Reports

September 2017 Expenses Report (p. 7)

Treasurer DeBoer pointed out a few out of the norm transactions:

- *Showalter Roofing Services* (\$3,700) – roofing repair
- Electric bill (ComEd) was a little lower than expected because of the cooler temperatures we have been experiences. Gas bill (Nicor) is now expected to increase as the weather changes.

Approval of the September 2017 Check Register

A review and approval of expenditures for the check register of September 2017 for \$28,811.52

Debbie De Boer motioned to approve the September check register. Jane Klingberg seconded.

All in favor.

Motion carried.

September 2017 Check Register approved.

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Director's Report

- *Director* Shannon Halikias reviewed her written report for September 2017 (p. 14 - 15).
- A leasing agreement was signed with Bob Coffey for the Café space.
- Shannon is in the process of obtaining quotes for concrete and sidewalk repairs needed. Sidewalk is uneven and could pose a danger for people walking. She has received two (2) quotes so far. However, because these two vary so much, she wants to get a third one.
- Installation of five (5) new computers so far. These were funded by the RAILS grant received.
- Pancake breakfast is scheduled for Saturday 10/28/17. Proceeds will be used to purchase materials and resources for a new Local Focus section in the Reading Room including materials needed to begin a local Illinois author and history section.
- A lot of work continues in preparation for the SWAN merger.
- Shannon recommends that the disbursement to be received in 2018 be put in savings and used down the line towards the SWAN price increase expected in five (5) years. During the first five years, we will have a freeze in price, but after that, it will increase significantly.

Board Representative Reports

Building and Grounds

No report.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

No report.

Friends Report

No report.

Old Business

Health Reimbursement Arrangement (HRA).

Shannon first provided some history behind this: at one point in the past, the library offered health insurance to its employees. Around 2011, the library disbanded this benefit offering. Around 2013, it started offering a Health Savings Account (HSA) or Flexible Spending Account (FSA) – these two terms are used interchangeably in library documentation. This has been the practice since. Employer (library) put in \$1,200 towards each employee's account. Each

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employee also had the option to contribute additional funds. Only one (1) employee took advantage of this. In 2016, and under the Affordable Care Act (ACA), a ruling came out that an HSA/FSA was no longer an option for the library. However, at the last minute, then President Obama signed that an HRA was still an option. So, the library was able to continue with this benefit. *Sugar Grove Public Library HRA Plan* document, eff 01/01/2017 (page 20-59 of packet). HRA is not taxable income and this is why it was recently removed from the employee's paychecks – to avoid confusion.

In 2018, we will be able to continue to offer an HRA. HSA/FSA are not currently an option due to the changing IRS regulations. Future offerings remain to be determined given the ongoing changes to the health care and ACA landscape.

New Business

a) Levy Ordinance 2017-10-25 (page 60)

- The Levy is more that the library will ever get. Our bond and levy never match.
- In the *Bond Schedule* (page 65), we always get what we levy for.
- The total appropriation is: \$1,692,200 and the total Levy is: \$1,369,052.
- Reviewed the 2016 Tax Computation Report (page 64).
- Reviewed the 2017 Budget & Appropriation Ordinance (B&A), page 67
- We cannot increase levy by more than 5%. The only way would be to go through a TITA (*Truth in Taxation Act*).
- Tax objections went down this year.
- Shannon stated that she always files the levy early and that the document requires signatures which will be gather at the conclusion of the meeting.

Pat Graceffa motioned to approve the Levy Ordinance 2017-10-25. Debbie DeBoer seconded.

All in favor.

Motion carried.

Levy Ordinance 2017-10-25 approved.

b) Audit Draft.

- Shannon stated we would have a full copy of the Audit Report in next month's meeting.
- She explained the audit is a very meticulous process (completed during the final weeks of August and the beginning of September).
- Overall, the results are positive.
- The Net Position increased by \$14,000 because revenues increased. However, this is due to the fact that the budget is done so conservatively.
- Additionally, expenditures went down by 2.5%.
- Shannon recommends that rather than move to savings, it be left in reserve as a buffer.

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c) Per Capita Grant Requirements.

- Shannon asked that the Board take it home to review.
- She also mentioned that there is a new webinar requirement and that she will be sending an email to the Trustees, with the link. The focus of the webinar is: safety.

d) Sugar Grove Arts and Entertainment (SGAE) Committee.

- The library is part of this new SGAE committee.
- Library has offered the open space behind the building to have activities on Friday nights in the summer. This does not conflict with the library operating hours.
- Other entities participating include: Sugar Grove Park District, Sugar Grove Chamber of Commerce, and the Sugar Grove Township.
- The Sugar Grove Township is committing to \$2,000. The library is committing to this Friday Summer Nights program.

Closed Session: Library Director's Annual Review

7:19pm CST – At this time, Pat Graceffa called for a closed session to review this personnel matter. Members of the public were asked to leave the room.

8:20pm CST – At this time, Vivian Santos-Buch motioned to end the closed session. Debbie DeBoer seconded the motion.

Annual Salary and Work Agreement for the Library Director

Upon return to open session, the Board conveyed to the Library Director the decision to recommend a 2% cost of living increase to her base salary plus an additional stipend for the purchase of benefits. This amount will be reviewed during next year's evaluation process.

Pat Graceffa motioned to approve the salary increase. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Library Director's compensation structure approved.

Items for Next Month's Agenda

- Per Capita Grant Requirements
- Evaluate the possibility of having the Kaneville Public Library become a branch of Sugar Grove Library. Kaneville library is in danger of closing due to a number of issues, including staffing.
- Next board meeting scheduled for: Wednesday November 15th, 2017

Adjournment

Motion: To adjourn the meeting at 8:32 p.m. Motion by Vivian Santos-Buch, seconded by Debbie DeBoer. Voice vote: all yes. Motion passed.