

**Sugar Grove Public Library District (SGPLD)
Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday September 26, 2018

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 7:00 pm CST.

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

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of August 22, 2018 Regular Board Meeting

Debbie DeBoer motioned to approve the minutes. Brad Knechtges seconded.

All in favor. Vivian Santos-Buch abstained.

Motion carried.

Minutes of August 22, 2018 Regular Board Meeting approved.

Correspondence

None.

Review of Financial Reports

August 2018 Expenses by Vendor Summary report (page 6). *Treasurer* DeBoer pointed out the following out of the ordinary transactions:

- *Demco* (\$1,819.40) – Yearly subscription to room reservations software.
- *TBS* (\$1,754) – yearly subscription

Approval of the August 2018 Check Register

Debbie DeBoer motioned to approve the August check register in the amount of \$47,850.09.

Pat Graceffa seconded.

All in favor.

Motion carried.

August 2018 Check Register approved.

Director's Report

- Shannon reviewed her August Director's Report.
- The key focus in August was the pre-audit work (audit in September).
- Shannon attended two (2) webinars as part of her developmental goals.
- Two (2) staff members attended the SWANstravaganza.
- Circulation statistics continue with the same trend.

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Board Representative Reports

Building and Grounds

- Holmgren Electrics completed some work for the lighting in the *Women* bathroom to determine what would be an economical solution to the lightening situation. It appears to be a good solution. Final decision on work for all bathrooms pending estimates.
- Shannon attended a luncheon this month where she made a connection for community service volunteers, who could assist with specific projects at the library, like Grounds Day. Pat asked for about 10 volunteers for the next Grounds Day on October 20th.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

- Brad provided an update on the annual report process. Jane and Brad recently met with Shannon to discuss. They reviewed sample reports and came up with ideas for what this year's annual report should look like.
- Brad will provide Shannon with a template to assist in calculating trends in statistics.

Friends Report

- Pancake breakfast is scheduled for Saturday October 27, 2018.
- About \$600 have already been raised for the Harry Potter's quilt. Shannon will ensure another push is done through social media.

Old Business

None

New Business

a) Trustee e-mails and use of personal devices

- Memo from attorney (page 21-22) regarding the use of private devices as it relates to FOIA.
- With this in mind, individual library email addresses have been created for each Trustee.
- Instructions on how to access inbox.
- Going forward, all library business communication needs to be done via these addresses.

b) Trustee Elections

- Shannon reviewed the guidelines for Trustee Elections procedures. Three (3) trustee terms will expire in 2019. Brad and Jane (appointees) will also have to run.

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c) Homebound Delivery Program

- Homebound Delivery Program is planned to start in January. The purpose is to bring library materials to patrons who are homebound, specifically seniors.
- The policy will be presented next month.

d) Programming Policy

- Reviewed the new Programming policy (#300).

Vivian motioned to approve Policy 300. Pat seconded.

All in favor.

Motion carried.

Policy 300: Programming policy approved.

e) Internal Audit Results

- The audit went well.
- As of now, looks like the library is \$12,000 under budget. This is mostly due to the MAGIC disbursement.
- Additional amount put into reserves.
- There are about eight (8) outstanding checks. Shannon is following up.

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 8:10 p.m. Debbie DeBoer seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.