

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

Regular Board Meeting Minutes: Wednesday September 25, 2019

**Call to Order and Roll Call**

President Bradley Knechtges called the meeting to order at 6:30 pm CST.

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

**Public Comment**

No public.

**Pledge of Allegiance**

**Approval of August 28, 2019 Regular Board Meeting Minutes**

Pat Graceffa motioned to approve the August meeting minutes. Tommy Thomson seconded.

Vivian Santos-Buch abstained.

Motion carried.

August 28, 2019 Regular Board Meeting Minutes approved.

**Correspondence**

None.

**Review of Financial Reports**

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

- *Platinum Window Cleaning and Power* (\$3,000.00) – the balance of the building cleaning.
- *Dearborn National Life Insurance Co.* (\$265.91) – Quarterly insurance payment.
- *TBS Today's Business Solutions* (\$1,754.00) – Annual fee for PC software. This vendor also provides the coin counters.
- *Naeir* (\$59.00) – Annual membership for discounted craft supplies provider.

**Approval of the August 2019 Check Register**

Joy Stokes motioned to approve the June check register in the amount of \$47,234.05. Pat Graceffa seconded.

All in favor.

Motion carried.

August 2019 Check Register approved.

**Director's Report**

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

- Due to vacancy and employee vacation schedules, Shannon and Genna Mickey have been covering a lot of shifts, which has limited the amount of time available for special projects and other tasks.
- Currently interviewing for the *Circulation Assistant* position.

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- Meeting held with US Census Bureau to discuss roles during census and the option of having informational material at the library. Shannon advised the representative that whatever is done, cannot intrude on the privacy of the patrons.
- Audit completed last month.
- Statistics have been good. 12.5% increase over one year, 0.2% decrease in the last two.
- Per Capita check was received on time and for the full expected amount (\$19,701). This goes towards materials.
- The 2<sup>nd</sup> Indy Author Day has been scheduled for November 16, 2019. So far 17 authors have signed up.
- Multiple vendors have already signed up for the 3<sup>rd</sup> Winter Market, starting in October.
- Evaluating option related to technology providers (DSL backup, security set up, fax service, etc) in order to find possible cost savings. Estimated savings of \$3,200.

**Board Representative Reports**

**Building and Grounds**

- Previously identified leak in the Story Time room became an issue during last week's rains with significant leakage. *Showalter Roofing Services* came out and discovered that some of the nails/fasteners were not properly sealed during construction, so water has been seeping in, also damaging boards.
- Chiller work completed by Oakbrook Mechanical.

**Finance**

None.

**Personnel/Policy**

Will be discussed later in the agenda.

**Strategic Planning**

- Shannon shared that the documents (articles of incorporation) have been accepted and received, so the Foundation is official. A meeting will be set up.
- Presentation at the Sugar Grove Township has been scheduled for November 5, 2019. The plan is to follow similar agenda as what was done in the Village of Sugar Grove meeting.

**Friends Report**

- Boys Scouts were at the library this past weekend.

**Old Business**

None.

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**New Business**

a) Policy 430: Security Camera policy

- To define the role, use and placement of security cameras in the library.

Jane Klingberg motioned to approve Policy 430: Security Camera. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Policy 430: Security Camera policy approved.

b) Policy 940: Library Board of Trustees Ethics policy

- Statement of Ethics for Trustees, as defined by the American Library Associate (ALA) and the Library District Act.
- Board discussed and recommended two (2) minor changes.

Jane Klingberg motioned to approve Policy 940: Library Board of Trustees Ethics with the two (2) proposed changes. Tommy Thomson seconded.

All in favor.

Motion carried.

Policy 940: Library Board of Trustees Ethics policy approved.

c) Pancake Breakfast Fundraiser

- Has been scheduled for Saturday October 26, 2019, from 8:30am to 1:00pm.
- Board discussed some logistics details and fundraising ideas.

d) Per Capita Grant

- Shannon reminded Board that the Grant requires all Trustees to complete an education training course.
- List of approved courses (webinars) included. Trustees to choose which course they would like to complete. After completing, Trustees will discuss what they learned.
- Recommendation is to decide on course in October and hold discussion in November.

**Items for Next Month**

- Selection of training course for Per Capita Grant.
- Annual performance and compensation review of *Library Director*. Review 2020 goals.

**Adjournment**

Pat Graceffa motioned to adjourn the meeting at 7:55pm. Jane Klingberg seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.