

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

Regular Board Meeting Minutes: Wednesday, May 24, 2023. 6:30pm

1. Call to Order

President Ryan Ivemeyer called the meeting to order 6:39pm

2. Board of Trustee Roll Call

Trustees Present: Pat Graceffa, Glenda Peck, Michelle Damadeo, Allison Short, Ryan Ivemeyer

Not Present: None

Genna Mickey, Library Director

Also Present: Heidi Lendi, Village Trustee

3. Public Comment

Former Trustee Vivian Santos-Bush visited, thanked the board of trustees for their motion honoring her service.

4. (Reordered) New Business

Trustee officer appointments. Trustee Pat Graceffa, Board Vice President, asked for motion to nominate as follows: Ryan Ivemeyer as President, Allison Short as Secretary, and Michelle Damadeo as Treasurer. Trustee Glenda Peck seconded the motion. All in favor. Motion carried.

5. Approval of Meeting Minutes

a. Approval of Minutes from Regular Board Meeting on May 1, 2023

Trustee Glenda Peck motioned to approve the meeting minutes for May 1, 2023. Trustee Pat Graceffa seconded. Trustee Michelle Damadeo abstains. All others in favor. 4 yeases 1 abstain. Motion carried.

Board Meeting Minutes Approved.

6. Correspondence

Library Director Genna Mickey reported corresponding regarding public library per capita grant award of \$23,768.15.

7. Review of Financial Reports

Reviewed current budget year-to-date. Most expenditures related to building and grounds, under budget in materials, not as much money in donations this year.

8. Approval of the April 2023 Check Register

Trustee Michelle Damadeo motioned to approve the April check register in the amount of \$73,970.12. Trustee Glenda Peck seconded. All in favor. Motion carried.

Check Register Approved.

9. Director's Report

Library Director Genna Mickey reviewed her Director's Report for April 2023; Circulation, Collection, Library Visits, and Programs statistics reviewed. Discussed "First Amendment Audits" and evaluated other library's responses to create our own First Amendment Audit Policy. Reviewed Patron Survey results – better hours, more weekend hours, more books all highly desired. Discussion regarding hours of operation for next month's agenda.

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10. Board Representative Reports

Building and Grounds – Boilers, bids received; birds, spikes installed but some birds continued had to apply deterrent. Trustee Glenda Peck received donated plants from Home Depot, which were planted.

Finance – Trustee Michelle Damadeo reported budget going alright despite increased expenses in some areas.

Personnel/Policy – Library Director Genna Mickey reported IL paid leave policy changes coming up Jan 1, need to meet with Personnel/Policy Representative Trustee Allison Short.

Strategic Planning – none

11. Friends and Foundation Reports – none

12. Trustee Open Comments and Discussion

Trustee Glenda Peck updated the board on her attendance at 5-20-23 Trustee Training and suggestions for board best practices. Shared ideas on how to organize a meeting and have a consent agenda – routine items that are connected. Notes about library check outs and closed sessions format. Minutes can be broad.

13. Old Business

- a. Hire a contractor to replace boiler – Motion to hire Oak Brook Mechanical Services to replace the boiler at an estimated cost of \$30,190. Trustee Glenda Peck motioned, Trustee Michelle Damadeo seconded. All in favor. Motioned carried.

14. New Business

- a. Delegate authority to review closed session minutes – Motion to have Trustee Allison Short do a review and give a report at June meeting and Trustee Pat Graceffa as a backup to review closed session. Trustee Pat Graceffa made motion to delegate authority to Trustee Allison Short for the purpose of reporting to the board of trustees regarding the closed session minutes, Trustee Michelle Damadeo seconded motion. All in favor. Motion carried.
- b. Approve renewal contract for FY2024 ILLINET/OCLC Group Services – Motion to approve renewal agreement for FY2024 ILLINET/OCLC Group Services. Trustee Allison Short motioned, Trustee Glenda Peck seconded. All in favor. Motion carried.
- c. Approve Contract for Creativebug Subscription Through RAILS discount – Motion to approve contract for Creativebug subscription through RAILS for the amount of \$660 per year for 4 years, prorated for the first year. Trustee Glenda Peck motioned, Trustee Allison Short seconded. All in favor. Motion carried.
- d. Working Budget – Reviewed general fund expenditures and revenue projections for FY 24, will do draft budget for action next month.
- e. Board Bylaws & Remote Meeting Policy – reviewed information, need to add a remote meeting policy for Trustees, review changing to consent agenda, bylaws need to be reviewed and revised.
- f. Trustee Seat(s) Vacancy – officially announcing that we have two Trustee seats open as of 5-24-23. Trustee Michelle Damadeo motioned, Trustee Allison Short seconded. All in favor. Motion carried.

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15. Items for next month

- a. Ordinance for board meeting calendar fiscal year
- b. Required bi-annual closed session minute release per reporting of assignee
- c. Draft of budget and appropriation ordinance
- d. Non-resident cardholder policy
- e. Library hours of operation
- f. Board Bylaws & Remote Meeting Policy
- g. First Amendment Audit Response Policy
- h. Library collection development and redevelopment policy, IL grant funding connecting to library policy
- i. Pagefreezer
- j. Trustee seat vacancy interview
- k. Book renewals policy

16. Adjournment

Trustee Michelle Damadeo motioned to adjourn the meeting at 9:20pm. Trustee Allison Short seconded the motion.

Voice vote was taken, all in favor.

Motion passed. Meeting adjourned.