

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

Regular Board Meeting Minutes: Wednesday December 14, 2022

**1. Call to Order**

*President* Ryan Ivemeyer called the meeting to order at 6:30 pm CST.

**2. Board of Trustee Roll Call**

- *Present:* Ryan Ivemeyer (*President*), Pat Graceffa (*Vice President*), Michelle Damadeo (*Treasurer*), Allison Short (*Trustee*), and Glenda Peck (*Trustee*), Bill Durrenberger (*Trustee*)
- Present via Zoom: Vivian Santos-Buch (*Secretary*)
- *Also Present:* Genna Mickey (*Library Director*)

**3. Public Comment**

- No comment.
  - A. Pledge of Allegiance

**4. Approval of Meeting Minutes**

- A. November 16, 2022 Regular Meeting Minutes reviewed.

Bill Durrenberger motioned to approve the meeting minutes for November 16, 2022. Allison Short seconded.

All in favor.

Motion carried.

November 16, 2022 Board Meeting Minutes Approved.

**5. Correspondence**

- Letter from the Village about the replacement of a parkway tree.

**6. Review of Financial Reports**

Genna Mickey reviewed the *November 2022* financial reports. Consultant budget line will likely be over. No transactions out of the ordinary.

**7. Approval of the November 2022 Check Register**

Michelle Damadeo motioned to approve the November check register in the amount of \$55,108.70. Pat Graceffa seconded.

All in favor.

Motion carried.

November 2022 Check Register Approved.

**8. Director's Report**

Genna Mickey reviewed her Director's Report.

- Two referendum related town halls scheduled for February and March.
- Genna provided an update on the self-checkout machines. Working with IT to resolve some issues.
- Purchased refurbished server.
- Having issues with the TV in the lobby.
- Library visits have increased in comparison to previous years; however, cardholder registration has gone down, especially after old accounts were recently purged.

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- Audit was completed and everything looks good.
- Collected \$1,000 donations in the Holiday Spirit Tree.
- Patron thanked the library for the recording room and shared how she has been using it consistently.

#### 9. **Board Representative Reports**

##### A. Building and Grounds (discussed during the Director's report)

- Piece of siding fell off during windstorm. Meeting scheduled with the insurance carrier tomorrow.

##### B. Finance

- None.

##### C. Personnel/Policy

- Vivian Santos-Buch asked Genna if she was aware of the recent update to the federal employment law posters. Genna will look into a service that would help maintain compliance with.

##### D. Strategic Planning

- None

##### E. Referendum Readiness

- Discussed in specific agenda items.

#### 10. **Friends and Foundation Reports**

- Foundation – received \$100 donation from the Fidelity Foundation.

#### 11. **Trustee Open Comments and Discussion**

- None.

#### 12. **New Business**

##### A. Referendum Ordinance 2022-12-14

Pat Graceffa motioned to approve Ordinance 2022-12-14 providing for and requiring the submission of the proposition of increasing the limiting rate for the Sugar Grove Public Library District to the voters at the consolidated election to be held on April 4, 2023. Michelle Damadeo seconded.

All in favor.

Motion carried.

Ordinance 2022-12-14 Approved.

##### B. Approval of Audit for fiscal year 2021-2022

Bill Durrenberger motioned to approve the fiscal year 2021-2022 audit results. Allison Short seconded.

All in favor.

Motion carried.

Audit FY 2021-2022 Approved.

##### C. Per Capita Grant Application Review and Authorize

- Genna reviewed the draft. Application due at the end of January.

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Allison Short motioned to authorize the director to submit the Per Capita Grant Application. Bill Durrenberger seconded.

All in favor.

Motion carried.

Per Capita Grant Application Submission Authorized.

**D. Items for January Agenda**

- Closed minutes

13. Closed Session postponed to a future meeting.

**14. Adjournment**

Pat Graceffa motioned to adjourn the meeting at 7:51pm. Allison Short seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.