

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday June 27, 2018

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:37 pm CST.

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

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of May 23, 2018 Regular Board Meeting

Brad Knechtges motioned to approve the May minutes. Bob Bergman seconded.

All in favor.

Motion carried.

Minutes of May 23, 2018 Regular Board Meeting approved.

Correspondence

Shannon spoke about an email received from a patron regarding a concern on DVD material. Shannon responded to the patron and referenced the Library Bill of Rights and Code of Ethics.

Review of Financial Reports (p. 15)

May 2018 Expenses by Vendor Summary report. In *Treasurer DeBoer's* absence, Shannon covered the report. The only out of the ordinary transaction:

- *J and F Concrete* (\$1,250.00) – sidewalk repair

Shannon also went over a few items on the *Budget vs. Actual* report (p. 18-20), as the end of year approaches. Utilities ran higher than expected; will adjust in the B&A for next year. Overall, looks like the fiscal year will end under budget (over in *Revenues*, under in *Expenditures*). Auditor still has to review this and finalize.

Approval of the May 2018 Check Register

Vivian Santos-Buch motioned to approve the May check register in the amount of \$18,304.45.

Pat Graceffa seconded.

All in favor.

Motion carried.

May 2018 Check Register approved.

Director's Report (p. 21)

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday June 27, 2018

- Shannon reviewed her written report for May 2018.
- Summer Reading Program kickoff was a success. Genna also shared some statistics on the number of registrations so far.
- A public fax machine was installed in response to inquiries from patrons. Generates a small commission to the library.

Board Representative Reports

Building and Grounds (discussed during Director's Report)

- Shannon discussed Showalter Roofing's return visit to discuss additional downspout additions as per last month's conversation. We will further discuss in the *New Business* section.
- Electrician came in and did walk-thru with Shannon. Awaiting a quote from him.
- The backdoor gate repair was completed.
- Volunteers, as well as Girl Scouts troop, completed work on the gardens. Discussed ideas on how to show our gratitude.
- Behind the scenes work continues from a technology stand, after the SWAN merger.
- Pat G. added that the deteriorated planters in the front of the building were picked up by a volunteer, for free.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

Shannon and Jane K. will start working on the Annual Report soon, after end of fiscal year work ends. Brad K. will also assist.

Friends Report

No report.

Old Business

None

New Business

- a) Ordinance 18-6/27: Prevailing Wage Ordinance (page 30)
- Department of Labor (DOL) requirement.

Pat Graceffa motioned to approve. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday June 27, 2018

Prevailing Wage Ordinance #18-6/27 was approved.

b) Budget and Appropriation (B&A) Ordinance Hearing Dates

- Because of strict publication rules, we have to set the date now.
- Anticipated date set for: August 22, 2018

Vivian Santos-Buch motioned to approve the anticipated date. Joy Stokes seconded.
All in favor.
Motion carried.

B&A Hearing Date of August 22, 2018 was approved.

c) Secretary Records Review – Board Appointment

- A board representative is to review that the secretary's minutes for fiscal year 2017-2018 and ensure they are in order.
- Shannon recommended that new trustees would benefit from this task.
- Joy S. and Bradley K. volunteered. Shannon will notify them once the FOIA binder is ready.

Pat Graceffa motioned to appoint Joy and Brad for this task. Jane Klingberg seconded.
All in favor.
Motion carried.

Board Representatives Appointments approved.

d) Showalter Roofing

- Shannon presented the proposal for additional work put together by Showalter. It encompasses adding an additional four (4) feet to the current downspouts, in response to the Board's concerns of water pooling close to the foundation.
- At 7:32pm, several of the board members stepped away to walk the outside perimeter of the building to visually see the current downspouts.
- Upon return, it was discussed that in order to reduce the estimated cost, the additional pipes are added only to certain downspouts.

Vivian Santos-Buch motioned to approve. Pat Graceffa seconded.
All in favor.
Motion carried.

Modified Proposed Roofing Work approved.

e) Passages Café Closing

- Shannon explained that due to several factors, Bob Coffey decided to close *Passages Cafe*. Given the history with café closings in this location and nearby competition, Shannon

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday June 27, 2018

proposed that we stay away from filling the space with another café, and instead look for other usage options. Shannon and Genna presented the idea of a “Library of Things” to fill the space. Patrons could check out items not frequently used, such as a bread maker, sewing machine, projectors, etc.

- Board agreed with this direction. Shannon and her leadership team will continue to research the topic.

Items for Next Month

- FOIA Binder Review findings
- Certification of Revenue

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 8:19 p.m. Jane Klingberg seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned