

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

Regular Board Meeting Minutes: Wednesday December 19, 2018

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:35 pm CST.

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

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of November 14, 2018 Regular Board Meeting

On typo identified on page 1, instead of "Approval of the September 2018 Check Register" it should read: "Approval of the October 2018 Check Register"

Joy Stokes motioned to approve the minutes. Brad Knechtges seconded.

All in favor.

Motion carried.

Minutes of November 14, 2018 Regular Board Meeting approved.

Correspondence

Several Christmas cards have been received from other libraries.

Review of Financial Reports

Shannon reviewed the *November 2018 Expenses by Vendor Summary* report and pointed out the following out of the ordinary transactions:

- Weber & Associates (\$8,000) for annual audit
- Payroll (\$44,023.91)
- Weblinx Incorporated (\$460) – webpage hosting subscription fee

Approval of the November 2018 Check Register

Vivian Santos-Buch motioned to approve the November check register in the amount of \$65,610.00. Brad Knechtges seconded.

All in favor.

Motion carried.

November 2018 Check Register approved.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday December 19, 2018

Director's Report

Shannon reviewed her November Director's Report.

- Attended a planning meeting with the Sugar Grove Arts & Entertainment Committee (SGAEC) and it was very productive. Dates of 2019 events selected. After holidays, will be working on creating a web page.
- Attended Planning and Zoning committee in regards to the proposed Fire Training Structure. Several residents in attendance voiced their opposition due to aesthetic concerns.
- Attended Ted X conference.
- Work continues on the Homebound Delivery Program.
- Notice for a Tax Increment Finance (TIF) district at the intersection of I-88 and IL-47 was just received. More information to come.
- A notification for a required verification of the National Change of Address list was recently received (in December). It is impacting 1,200 of our patrons that may have additional or duplicate addresses nationwide. Several communications have gone out to notify patrons of next steps.
- Work continues on the Library of Wonderful Things.
- Statistics for the month remain stable.

Board Representative Reports

Building and Grounds (discussed within Director's report)

- Insurance company declined to pay for the broken window pane (Children's area) because there is not a specific reason for loss. Total cost is: \$1,944; our deductible would be: \$1,000.
- Still waiting on Holmgren Electrics response on a quote for the lighting work.
- Trustee Knechtges also asked more information about the library's plowing & snow removal efforts. Shannon provided the information.

Finance

No additional report.

Personnel/Policy

No additional report.

Strategic Planning

See *Old Business*.

Friends Report

- The final total raised at the Pancake Breakfast was: \$3,290.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday December 19, 2018

Old Business

a) Annual Report

- Shannon asked that this be topic be tabled until the January meeting.

New Business

a) Policy 360: Homebound Delivery Volunteer Policy

- Shannon reviewed highlights of policy.
- Requirements include background check and reference checks for each volunteer.
- Mileage reimbursement specifications have not yet been added to the policy pending additional research.
- Policy number in agenda and policy document changed from 350 to 360.
- Given the above, *Action* tabled until January 2019 meeting.

b) Per Capita Grant Requirements

- Final requirements for the grant include: Disability Webinar and literature/chapter on "Reference".
- The information presented in the material are suggestions, not requirements, but serve as a good benchmark.
- Management team has discussed and would like to make some changes based on the information in the material. Most of the improvements, in terms of communication, can be made right on the library's current web portal.

Trustees affirmed that the requirements have been completed.

c) Per Capita Grant

- Trustees reviewed application. A vote is not required, but it has been the precedent.

Vivian Santos-Buch motioned to accept the Per Capita Grant submission. Joy Stokes seconded.

All in favor.

Motion carried.

Per Capita Grant Submission accepted.

d) Election Update

- Four (4) completed candidate packages were received.

Items for Next Month

- None

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 7:43 p.m.

Voice vote: all yes.

Motion passed. Meeting adjourned.