

Sugar Grove Public Library District

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday, September 27, 2017

Call to order and Roll Call

President Anthony Oliver called the meeting to order at 6:34pm CST

Present: Anthony Oliver, President; Pat Graceffa, Vice President; Debbie De Boer, Treasurer; Trustees Robert Bergman, Jane Klingberg.

Absent: Vivian Santos-Buch, Secretary; Trustee Joy Stokes.

Also Present: Library Director Shannon Halikias and Assistant Director Genna Mickey

Pledge of Allegiance

Public Comment

Approval of Minutes of August 23rd, 2017 Regular Board Meeting

Agenda said minutes to be approved when available but we did receive a copy on time for this meeting so motion to amend the agenda to show the minutes are here and are ready to be approved.

Debbie De Boer motioned to approve the amended minutes and Bob Bergman seconded.

All in favor.

Motion carried. Amended minutes of August 23rd Meeting approved

Correspondence

None

Review of Financial Reports

Secretary De Boer mentioned new Quick Book Update – Check Register now by Vendor

Balance Sheet now was formally labeled Check Register

On Budget vs. Actual now a lot easier to look at. Ran month & year.

Trail Balance eliminated.

On Page 17 somehow the Actual and Budget columns were flipped and this needs to be corrected.

Approval of August 2017 Check Register

Debbie De Boer motioned to approve the August 2017 Check Register – Jane Klingberg seconded.

All in favor.

Motion carried August 2017 Check Register approved

Director's Report

Lease signed on new café. Soft Opening on November 1st.

Also on November 1st is Ribbon Cutting, Chamber After-Hours, and Gallery 125 event at 6:30. Would be great if some Trustees could attend.

Audit conducted last week of August required significant preparation. Update will be given in new business section.

Board Representative Reports

Building and Grounds

Gutter and roof repair has begun. Quotes have been requested for mud jacking several sections of sidewalk. Minor boiler tubing repair and toilet repair done.

Technology

Wayne is working on RAILS grant tech needs. Five new computers have been ordered.

Staffing

Amanda resigned from Technical Services in order to work more hours at her other job. Carla will take additional hours. (Amanda is still working for library)

Friends Report

Sugar Grove Methodist Church power washed front of building, scraped and painted bike rack, washed and waxed all outside teak furniture, gardening, mulching and much more. Thank you note being sent by Director.

Oct 28 – Friends Pancake Breakfast – Volunteers needed.

New Business

HRA ADAPTATION

Motion: The Board moves to:

- a.) Accept the revised plan documents to change the language from a “Flexible Spending Account/Health Savings Account” to denote the change to a “Health Reimbursement Account” which was effective January 1, 2017. This change is to proceed to 2018.
- b.) Eliminate additional employee contribution opportunities previously available in the Health Savings Account, and maintain the fund as an employer contribution plan.
- c.) To reduce the available balance for our employees in 2018 to account for the overpayment due to template error in payroll software (Amount = \$1800.00)

Bob Bergman motioned to adopt HRA Adaptation. Pat Graceffa seconded.

All in favor.

Motion carried.

Appendix A- HRA Plan Benefit – No motion made. No vote taken.

Shannon will update language and send out to Trustees.

Items for next month

Adjournment

Motion: Motion made by Pat Graceffa to adjourn meeting at 7:29 pm. Seconded by Debbie De Boer.

Voice Vote: All yes

Motion passed.