

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

Regular Board Meeting Minutes: Wednesday November 14, 2018

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:31 pm CST.

- *Present:* Pat Graceffa (*President*), Vivian Santos-Buch (*Secretary*), Joy Stokes (*Trustee*), and Bradley Knechtges (*Trustee*)
- *Also Present:* Shannon Halikias (*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 October 24, 2018 Regular Board Meeting

Brad Knechtges motioned to approve the minutes. Pat Graceffa seconded.

All in favor.

Motion carried.

Minutes of October 24, 2018 Regular Board Meeting approved.

Approval of Minutes of October 24, 2018 Regular Board Meeting Closed Session

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

All in favor.

Motion carried.

Minutes of October 24, 2018 Regular Board Meeting Closed Session approved.

Brad Knechtges motioned to keep the closed session minutes closed. Joy Stokes seconded.

All in favor.

Motion carried.

Motioned to Keep the Closed Session Minutes Closed approved.

Correspondence

Library received a notice for a public hearing in regards to the Sugar Grove Fire Department's request to build a 17-foot tall accessory structure for training purposes. Shannon plans to attend the meeting to support the fire department.

Review of Financial Reports

October 2018 Expenses by Vendor Summary report (page 6) was reviewed.

Approval of the September 2018 Check Register

Vivian Santos-Buch motioned to approve the October check register in the amount of \$66,230.81. Pat Graceffa seconded.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday November 14, 2018

All in favor.

Motion carried.

October 2018 Check Register approved.

Director's Report

Shannon reviewed her October Director's Report.

- Attended a planning meeting with the Sugar Grove Arts & Entertainment Committee (SGAEC) to start planning for 2019 events.
- Visited several libraries to continue to get ideas for the "library of things". Shannon and staff continue work on the "Library of Wonderful Things" project.
- Pancake fundraiser was a success.
- Early voting traffic was much higher than usual. This resulted in somewhat skewed Library Visits results for the month of October.
- Statistics for the month trended higher than previous year.

Board Representative Reports

Building and Grounds (discussed within Director's report)

- Waiting on Holmgren Electrics response on a quote for the lighting work.
- Waiting on the glass pane for the window in the children's department. There are two (2) other windows with cracks (previously discovered). Will get quote for repair.

Finance

Will discuss during agenda item.

Personnel/Policy

Will discuss during agenda item.

Strategic Planning

Will discuss during agenda item.

Friends Report

- Pancake breakfast a success. Waiting for final number.

Old Business

a) Policy 350: Homebound Delivery Program

- Revisions made based on feedback from the board during last month's meeting.

Vivian Santos-Buch motioned to approve Policy 350: Homebound Delivery Program. Joy Stokes seconded.

All in favor.

Motion carried.

Policy 350: Homebound Delivery Program approved.

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

Regular Board Meeting Minutes: Wednesday November 14, 2018

b) Annual Audit

- Sharon shared a copy of the final audit report.
- Auditors stated it was a very clean audit and were pleased to see the results.

Joy Stokes motioned to accept final copy of the Annual Audit report. Pat Graceffa seconded.

All in favor.

Motion carried.

Annual Audit Report accepted.

New Business

a) Board Meeting Schedule

2019 Board Meeting Schedule was reviewed.

Vivian Santos-Buch motioned to approve the 2019 Board Meeting Schedule. Pat Graceffa seconded.

All in favor.

Motion carried.

2019 Board Meeting Schedule accepted.

b) Holiday Closing Schedule

2019 Holiday Library Closing Schedule was reviewed.

Vivian Santos-Buch motioned to approve the 2019 Holiday Library Closing Schedule. Joy Stokes seconded.

All in favor.

Motion carried.

2019 Holiday Library Closing Schedule accepted.

A suggested update to the 2018 Closing Schedule (closing on December 26) was also reviewed and discussed. Shannon explained that due to a misunderstanding, the entire staff was under the impression that the library would close on the day after Christmas day (Dec 26) and as such, had made plans. *Trustee* Brad Knechtges recommended an alternative of a reduced schedule.

Vivian Santos-Buch motioned to approve a reduced schedule of 10am to 2pm on the Day after Christmas – December 26, 2018. Brad Knechtges seconded.

All in favor.

Motion carried.

Reduced Schedule for the December 26, 2018 was accepted.

c) Annual Levy

- A draft of the Annual Levy in the amount of \$1,406,302 was reviewed.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday November 14, 2018

Vivian Santos-Buch motioned to accept the Annual Levy. Brad Knechtges seconded.

All in favor.

Motion carried.

Annual Levy in the amount of \$1,406,302 was accepted.

d) Per Capita Grant

- Per Capita Grant requires board and staff members complete educational course.
- This year's topic is: Disability Access.
- All Board Members, including those that will not be running for re-election, will need to complete webinar by December 19, 2018.

e) Annual Report for Fiscal Year 2017-2018

- Reviewed Annual Report draft.
- Another meeting will be scheduled before finalizing document.

f) HRA Re-Authorization

- Health Reimbursement Arrangement (HRA) re-authorization runs with calendar year, with a renewal date of January 1.
- Amount has not changed in five (5) years.
- Recommendation to increase contribution from \$1,200 to \$1,300 for the year 2019.
- Of the \$16,800 budgeted last year for total employer contribution, \$14,108 (84%) was utilized.

Vivian Santos-Buch motioned to increase the contribution amount from \$1,200 to \$1,300. Brad Knechtges seconded.

All in favor.

Motion carried.

HRA Re-Authorization was approved.

Items for Next Month

- Annual report.
- Per capita grant.

Adjournment

Pat Graceffa motioned to adjourn the meeting at 7:34 p.m.

Voice vote: all yes.

Motion passed. Meeting adjourned.