

**Sugar Grove Public Library District
Library Board of Trustees
January 23, 2014
Board Meeting Minutes**

Call to Order and Roll Call

President Pro Tem Bill Durrenberger called the meeting to order at 6:02pm.

Present: Louise Coffman, Treasurer; Art Morrical, Trustee; Robert Bergman, Trustee; Bill Durrenberger, Secretary (President Pro-tem); Pat Graceffa, Trustee; Carol Dolin, Director.

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of December 12, 2013 Board Meeting.

Motion: To approve the minutes of December 12, 2013 Board Meeting. Motion by Coffman. Second by Graceffa. Roll call vote: Coffman – yes, Durrenberger – yes, Bergman – yes, Morrical – yes, Graceffa - yes. Motion passed.

Correspondence

Dolin reviewed correspondence included in the packet. Ellen Bonewitz wrote a note with a \$500 donation for the children's department thanking the staff for being so helpful and saying the library is an important part of her life. We used those funds to purchase children's materials from School Library Journal's 2013 Best of the Best lists. Doug Hartman submitted a letter with suggestions to improve voter turnout this spring.

Review of Financial Reports

Coffman reviewed the December 2013 financial reports included in the Board Packet. We are 52% spent at 50% through the fiscal year. We have received approximately 92% of anticipated revenues for the year. We received 98% of property taxes, which we believe is the final number for this fiscal year. We may receive the 2014 per capita grant this year, which would offset the shortfall in property tax revenues. Fines and fees and room rental revenues are running behind budget at 36% of budget and 24.3% respectively. These budget lines together are less than 1% of the overall budget, so the 2% shortfall in the property tax budget is much more serious. Several expenditure lines continue to run ahead of budget, most notably materials, programming, telecommunications, building and equipment maintenance, and copier supplies and maintenance. Salaries are 2.8% under budget and Utilities are 8% under budget at 50% through the year.

Approval of December 2013 Check Register

Motion: To approve the December 2013 Check Register of electronic payments from the General Fund Account, check number 1004 for \$473,990.63 on the

Restricted Funds Account for the bond payment, and check numbers 23177-23215 on the General Fund Account in various amounts, for a total expenditure (both accounts) of \$489,173.86. Motion by Durrenberger. Second by Morrival. Roll call vote: Coffman – yes, Durrenberger – yes, Bergman – yes, Graceffa – yes, Morrival – yes. Motion passed.

Library Report

Dolin reviewed the reports included in the Board Packet. Dolin has been working with the board, staff, and outside experts to prepare the communications for the referendum. The weather has been awful, cold and snowy, but the Library continues to be busy. Overall circulation was up by 35% over the same period last year. Checkouts of Teen materials increased by nearly 70% in December and accounted for 6% of overall circulation, up from 3.8% of overall circulation last year. Weekend hours and weekday children's programming continue to draw many people to the library. Holiday in the Grove drew about 400 attendees with the Kaneland Madrigals being the biggest draw. Staff who live in Kane County are now able to take voter registration at the library. Staff who live in other counties are not able to register people to vote at this time. Staff who are not Kane County residents will staff the desks. Two additional staff members have applied to become notaries.

Board Representative Reports

None.

Friends Report

The Friends received several donations and wrote a check to the library for the proceeds from the silent auction. The library added a new Lego Club, which drew more participants than the Library can manage. Graceffa and Coffman jumped in to assist in procuring Lego blocks for the program. Their donations allowed the Library to add two additional sessions of Lego Club.

OLD BUSINESS

Report on Employee Health Insurance

Dolin reported on the status of the Flexible Spending Account. The program went into effect on January 1, 2014, and 100% of employees enrolled. Four staff members went out of the way to tell Dolin that the Flexible Spending Account will make a difference in their lives. It will really help them. Several employees have already used the program and all seem pleased to have this option available to them. Even with 100% participation, this program costs the library less than the previously offered health plan that covered less than one quarter of the employees.

Rich Harvest Farms

Graceffa reported that there is a new Rich Harvest Farms group working on PR. This item need not be on the agenda until they approach the library again.

Financial Policy

Tabled until after March 2014 meeting.

Referendum Communication Plan

Dolin presented a Power Point Presentation and samples of posters for the library. Staff is also working on a brochure to distribute this more widely. A press release with links to the brochure and presentation will go out to the newspapers, newsletters, and to library patrons via e-mail blast. Brochures will be available for distribution at the library, to anybody who wants to give them out and to local businesses. The Board suggested information to use in different formats. A newsletter would be very expensive and time is running short to get it out on time. The Board requested that Dolin narrate the presentation. Coordinating posters and brochures are being prepared for the library foyer and service desks. Brochures will be available for distribution. Electronic copies will be distributed via the library email. Dolin attended a strategic planning session for the Sugar Grove Township and one of the topics discussed was contributing to a single newsletter that contains information from multiple organizations.

NEW BUSINESS

Old Second Bank Accounts

Dolin, Herkes, and Coffman have been unsuccessfully trying to get bank statements from Old Second for several months. The online account was disabled and we cannot get a new password to access online statements. Paper statements are very costly. We are considering moving the accounts to Castle or another bank. The board requested one more attempt and if we do not have access to online statements before the February 2014 meeting, we will address the issue at that time.

Café Friday Evening Proposal

JavaPlus at the Book Nook is currently on a month-to-month lease. The first negotiations were for a two-year extension of the lease. The most recent proposal has an end date of July 1, 2014. JavaPlus requested \$10,000 in improvements before signing a new lease. Of the items on the lists of equipment to replace, Dolin recommends replacing the refrigerator. They want a new espresso machine at a cost of \$4,000-\$8,000. They say they are doing well, but do not appear to have a lot of business. They have been opening the library on Friday evenings in January. They planned to open for Friday Knight Life if the library held the program. When the program cancelled due to low participation, they went ahead with their plans without approval from Dolin or the Board. The building is not set up to open on Fridays, so there were problems with the alarm, lights, heat, and clearing the parking lot and sidewalks. The added cost for these items were supposed to be offset by the minimum participation in Friday Knight Life. Dolin believes Morkert should have a separate agreement with the Library to open the café on a day when the Library is closed. The Board agrees. If Morkert wishes to continue to open on Friday evenings, he will have to pay the \$50/hour fee and have a separate agreement, which covers the costs and liabilities of opening the library on a day when we are normally closed, as is consistent with policy. Dolin will discuss this with Morkert.

March 2014 Board Meeting Date

Dolin will be out of town from March 23-29. She proposed a date change from March 27 to March 20, 2014.

Motion: To change the date of the March 2014 Board Meeting to March 20, 2014 at 6:00pm. Motion by Morrical. Second by Durrenberger. Roll call vote: Coffman – yes, Durrenberger – yes, Bergman – yes, Morrical – yes, Graceffa – yes. Motion passed.

Executive Session

None.

Agenda items for February 27, 2014 Board Meeting

None

Adjournment

Motion: To adjourn the meeting at 7:18pm. Motion by Durrenberger. Second by Coffman. Voice vote: all yes. Motion passed.