

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

**Call to Order**

President Anthony Oliver called the meeting to order at 6:00pm.

**Introduction of Trustees and Others Present:** Robert Bergman, trustee; Bill Durrenberger, Secretary; Pat Graceffa, Vice President; Melissa Flint, trustee; Louise Coffman, Treasurer; and Anthony Oliver, President. Shannon Halikias, director.

**Public Comment**

John Guttendorf welcomes new director Shannon Halikias.

There was discussion concerning a need to have a separate public hearing, but it was determined that the public hearing could be held as a part of the regular board meeting per the agenda posted for that regular board meeting.

**Pledge of Allegiance**

**President's Report**

None.

**Secretary's Report**

Minutes of the September 25, 2014, board meeting will be presented at the November 20, 2014, Board Meeting.

**Correspondence**

None.

**Directors Search and Introduction**

Shannon Halikias was introduced and welcomed by the Board. She discussed her background and intentions for her work as director.

**Review of Financial Reports**

Louise Coffman discussed the written reports in the Board packet. She explained that several line items were over budget and that she would be reviewing the finances with new director Shannon Halikias. The first tax payment has been received. 30% of the annual budget has been spent, although we are 25% through the year.

**Approval of September 2014 Check Register -- Action**

Motion: To approve the September 2014 Check Register of electronic payments and checks. Motion by Durrenberger. Second by Graceffa. Roll call vote: Oliver – yes, Coffman – yes, Durrenberger – yes, Bergman – yes, Graceffa – yes, Flint – yes. Motion passed.

## **Library Report**

With such limited time as director, Shannon Halikias was unable to prepare a library report. She will be presenting a double report at next month's board meeting.

## **Board Representative Reports**

### **Budget and Finance:**

Coffman stated that not all of the new bonds were sold today, so the sale will be continued until tomorrow (October 24, 2014). The trustees received their copies of the audit report. Bond insurance has been purchased which helps increase the library's rating.

### **Building:**

Oliver stated that the column has been repaired. Graceffa stated that the roofer will be back in to inspect the roof because it is leaking in several spots.

### **Grounds:**

Coffman informed the board that some large concrete planters were recently donated and that her husband will look into perhaps repairing/improving the condition of these planters. She also stated that two volunteers donated over 50 hours of time weeding and working around the grounds and that she had purchased some pumpkins from Aldi's.

### **Bylaws:**

Nothing.

### **Long Range Planning:**

Nothing.

### **Personnel:**

Nothing.

### **Policy:**

Nothing.

### **Technology:**

Wayne Lindquist spoke. A kiosk was installed into one of the pacs to be a Kobe e-reader. Patron can pick the books, load up the e-reader and then check out. This is a trial run. A loaner laptop has been prepared with Adobe Acrobat pdf creation software and a low-end version of Adobe Photoshop and video editing software. This is also a trial run. Wayne suggests that we need to promote it and assess its viability. On the public computers in the technology learning center, a

patron can use the Adobe Reader in the typewriter mode to fill out job applications. The version of Acrobat on the laptop is much more sophisticated. We must have a site license to load the full Acrobat on all library machines. On October 6 2014, our primary internet service provider (Mediacom) had a multi-state crash. The backup DSL service was available but was slow. It was a bad situation. ATT remotely fixed the backup DSL. Internet service has been stable since MediaCom corrected their problem.

**Special:**

Nothing.

**Friends Report**

A \$500.00 check was presented to the library by the Corn Boil committee in recognition for library assistance with cart driving at this year's Corn Boil.

**OLD BUSINESS**

**Bond Refunding:**

Previously discussed. The Ordinance referenced in the agenda for tonight's meeting was previously passed.

**Five Year Financial Plan:**

Nothing at this meeting.

**NEW BUSINESS**

**Truth in Taxation Public Hearing**

There were no public comments.

**2014-2015 Levy Ordinance**

Motion: To adopt the 2014-2015 levy ordinance #2014-10-01. Motion by Coffman. Second by Durrenberger. Roll call vote: Oliver – yes, Durrenberger – yes, Bergman – Yes, Graceffa – yes, Flint, yes, Coffman – yes. Motion passed.

**HVAC Maintenance Contract**

Motion: To accept the HVAC maintenance contract. Motion by Durrenberger. Second by Coffman. Roll call vote: Oliver – yes, Flint – yes, Durrenberger – yes, Bergman – yes, Graceffa – yes, Coffman – yes. Motion passed.

**Renewal Agreement for Snow and Ice Removal**

Motion: To accept contract with A1 Landscaping for snow and ice removal and lock in pricing for three years. Motion by Coffman. Second by Graceffa. Roll call vote: Oliver – yes, Flint – yes, Durrenberger – yes, Bergman – yes, Graceffa – yes, Coffman – yes. Motion passed.

**Agenda items for November 20, 2014, Board of Trustees Meeting**

Bond Sale Report; Meet and Greet with Shannon; approval of September and October 2014 regular board meeting minutes.

Shannon Halikias stated that she has met with several local newspapers and hopes to write occasional articles as well. She also stated that there was a great turnout at last night's paranormal program.

Oliver mentioned that he had recently attended an ILA meeting.

Durrenberger thanked former director Carol Dolin for attending tonight's meeting. Carol Dolin presented the board with a \$2,000.00 check for the library to be divided between children and adult materials.

**Adjournment**

Motion: To adjourn the meeting at 6.49 pm. Motion by Coffman. Second by Graceffa. Voice vote: all yes. Motion passed.