

**Sugar Grove Public Library District
Library Board of Trustees
September 25, 2014
Regular Board Meeting Minutes**

Call to Order and Roll Call

President Anthony Oliver called the meeting to order at 6:04 pm.

Present: Robert Bergman, Trustee; Bill Durrenberger, Secretary; Incoming Trustee Melissa Flint; Pat Graceffa, Vice President; Art Morrival, Trustee; Anthony Oliver, President; Carol Dolin, Director.

Public Comment

None.

Pledge of Allegiance

Swear in new trustee, Melissa Flint

 Melissa Flint was sworn in as trustee by Board Secretary Durrenberger.

President's Report

President Oliver references the upcoming special meeting with regard to the search for a new director.

Secretary's Report and Approval of Minutes of August 28, 2014 Public Hearing and August 28, 2014 Regular Board Meeting.

Motion: To approve the minutes of the August 28, 2014, Public Hearing and the August 28, 2014 Regular Board Meeting. Motion by Morrival. Second by Durrenberger. Roll call vote: Oliver – yes, Flint – yes, Durrenberger – yes, Bergman – yes, Graceffa – yes, Morrival – yes. Motion passed.

Correspondence

Letter from Kay Hatcher thanking library for encouraging young readers and inviting folks to a function of hers.

Financial Reports

Dolin reviewed the written reports in the board packets.

Approval of August 2014 Check Register

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

Library Report

Dolin reviewed her written report.

Statistics

Circulation was busy in August. The number of checkouts went up again. The library issued 94 new cards and renewed 96. 57.2% of population are currently registered. Before 10:00 am, it was slow by door count. The library is no longer taking multiple counts each day. Reference questions were down primarily because the early part of August was slow.

Building & Grounds:

Windows have been cleaned. Monument sign has been updated and has current information. Graceffa and Dolin met with roofers yesterday and they thought the repairs should be covered by warranty. Five years is not very long for it to be leaking. Thinks flashing and caulking is causing the problems. It only leaks when rain is extremely heavy.

Technology:

Wayne reported to the board. New server is installed. Entire day installing software on the computers themselves, the last old server migrated, and the security protection software called Smartshield. So the old server is shut down and offline and everything is functioning fine. The old system has some data from the original installation; if necessary the old server could be used but due to past problems it is not viable to reuse it. No value to selling it. The best thing to do to recycle it would be to take it apart to reuse the memory. The "pacs" access catalogues have been replaced with low power smaller units that will stay cooler. Four will be replaced first and fans will be installed to keep new units cool. A kiosk is coming which will allow ebook downloads. The study room reservation software is now available on "pacs."

Personnel:

Merrill Poloian retired on August 30, 2014, but she has agreed to return for up to 10 hours a week; she has been doing payroll and financial reports. Managers all worked together while Dolin was on vacation and everyone seems up to speed and should be able to manage in the interim. Youth services position posted; 10 or 15 applicants. Jennifer will be interviewing in order to have a replacement for Allison when she leaves.

Board Representative Reports

Budget/Finance:

Presentation by Steve Larson on five year financial plan and building bond refunding. Standards & Poor's will conduct a credit assessment review; it will tell

what rating may be (high, mid, low). Hopefully will be in mid-range. Should get results of that next week. If in mid-category, we should proceed to actual rating. Larson sent out a request proposal to underwriters; received 6 proposals. After initial review Larson will give recommendation. All very good proposals; some the fees were higher than others. Asked for interested rates based on A-rating issue. They predict the library will secure an A rating.

Motion: To shorten the loan payoff period by one year. Motion by Morrical. Second by Durrenberger. Roll call vote: Oliver – yes, Flint – yes, Durrenberger – yes, Bergman – no, Graceffa – yes, Morrical – yes. Motion passed.

Motion: To adopt an ordinance providing for the issuance of not to exceed \$6,250,000 General Obligation Refunding Bonds of the Sugar Grove Public Library District, Kane County, Illinois, for the purpose of refunding certain outstanding bonds of said Library District, and providing for the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds, as said ordinance is presented, but changing the 3.0% of principal figure on page 18 of said ordinance as presented to 10.0% of principal. Motion by Morrical. Second by Durrenberger. Roll call vote: Oliver – yes, Flint – yes, Durrenberger – yes, Bergman – yes, Graceffa – yes, Morrical – yes. Motion passed.

No further board representative reports.

Friends Report

None.

OLD BUSINESS

Five Year Financial Plan

No further discussion from the last board meeting.

Building Bonds refunding update

No further discussion.

Annual Financial Audit

Dolin reports on an upcoming meeting to work towards completion.

Director Search

Oliver reports his and Morrical's efforts. There were 9 applicants. On Saturday, September 27, 2014, the board will be interviewing three people - one is a director-at-large; one has been a director; one is an assistant director in Sandwich. Start at noon, one hour interviews with 15 minute breaks between.

NEW BUSINESS

2015 Board Meeting Dates

Motion: To approve the 2015 board of trustees regular meeting dates as proposed. Motion by Durrenberger. Second by Graceffa. Roll call vote: Oliver – yes, Flint – yes, Durrenberger – yes, Bergman – yes, Graceffa – yes, Morrical – yes. Motion passed.

2015 Holiday Closing Dates

Motion: To accept the 2015 library holiday closing dates as proposed. Motion by Oliver. Second by Bergman. Roll call vote: Oliver – yes, Flint – yes, Durrenberger – yes, Bergman – yes, Graceffa – yes, Morrical – yes. Motion passed.

Agenda items for October 23, 2014 Regular Board Meeting

Review of approved but unreleased closed session minutes; bond refunding; Greiter renewal contract; director search;

Adjournment

Motion: To adjourn the meeting. Motion by Morrical. Second by Graceffa. Voice vote: all - yes. Motion passed at 8:14 pm.