

**Sugar Grove Public Library District
Library Board of Trustees
December 18, 2014
Board Meeting Minutes**

Call to Order and Roll Call

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

Present:

Louise Coffman, Treasurer; Pat Graceffa, Trustee; Anthony Oliver, President; Melissa Flint, Secretary; Art Morrival, Trustee; Bill Durrenberger, Trustee. Shannon Halikias, Director **Absent:** Robert Bergman. Trustee Graceffa arrived at 6:10 p.m.

Pledge of Allegiance

Public Comment

None. General public wishes of a happy holiday.

President's Report

None.

Secretary's Report and Approval of Minutes of November 20, 2014 minutes.

Minor corrections were made by Durrenberger, acting Secretary of the November 20, 2014 meeting.

Motion: To approve the minutes of November 20, 2014 Regular Board Meetings. Motion by Durrenberger. Second by Morrival. Roll call vote: Oliver – yes. Durrenberger – yes, Coffman – yes, Morrival – yes, Flint – yes. Motion passed.

Correspondence

No report

Review of Financial Report

Trustee Coffman will be providing updated sheets on revenue and expenditures as soon as possible, delay due to lack of time. Checks appear to be all in line. General financial reports are provided.

The last bond payment for the year, and this payment uses a bulk of our resources. In the interest of time and as to not be late, the check was cut from our general checking. Funds will need to be moved from savings to checking for the rest of the year. In prior

years the payment was drawn from both checking and savings, in order to be on time it was cut from checking this year.

This did leave minimal funds in checking, tax settlements are not expected to be received until May. Trustee Coffman and Director Halikias will be evaluating the new bond payment schedule. August 15 is the next anticipated bond payment date.

Trustee Durrenberger asked about how bond and operating funds are organized. Trustee Coffman explained about fund balances and the associated journal entries. Director Halikias is learning QuickBooks. Trustee Coffman explained how the county informs us about our funds.

Director Halikias noted that Carol Dolin, prior Director, provided supplementary training on budget organization. The Library is grateful for her assistance. Director Halikias is placing a hold on any ordering of materials until she acclimates to the slim finances. The prior Director and Assistant Director ordered a bulk of materials prior to leaving, many of which are still arriving.

Trustee Oliver asked about the full financial plan anticipated from Steve Larson of Ehlers. Director Halikias will ask for a follow up.

Trustee Graceffa entered at 6:10 p.m.

Treasurer's Report

The standard documents were provided with the exception of the revenue and expenditure sheets.

Approval of November 2014 Check Register – Action

The accountant was not able to meet with Trustee Coffman. As such, the check register was added manually by Director Halikias.

Motion: To approve the November 2014 Check Register of electronic payments and checks for \$20,571.53. Motion by Durrenberger. Second by Coffman. Roll call vote: Oliver – yes, Graceffa – yes, Durrenberger – yes, Coffman – yes, Morrival – yes, Flint – yes. Motion passed.

Director's Report

Highlights included acclimating to the community, attending outreach events as appropriate. The Director Meet and Greet was a lovely and well attended event. One ILA meeting was attended.

Halikias visited the Sugar Grove Fire District and the local Historical Society Bliss House, and will be exploring the potential for ongoing display cases in a nook of the Library. The Library will retain overall control of displays. The Library has no money to spend for furniture, so will be checking local listings for free display cases.

The Historical Society and the Director visited the local Chamber as there are older display cases to be given away. These do not match the building will not fit the look of the facility. The Library would rather wait for cases the will work. Trustee Durrenberger asked about types of displays. Halikias has seen materials, artwork, local maps, small farm implements, beautiful sports memorabilia, etc. that would make nice local history terms. These would make interesting displays that are tastefully and thematically done. Trustee Oliver asked if the Library would have the say over the displays, Halikias stated that that we would have final say and make sure the displays were managed well. Trustee Oliver would like to make sure all groups that are interested in doing displays may do so. Halikias stated that the current display cases are also available for patrons and a nice balance may be achieved. Trustee Oliver thinks it is a lovely idea, but would like to make sure that the Library retains control over spaces. Halikias concurred.

Halikias is taking time to acclimate to the paperwork, financials and duties. Quick Books are being learned.

About five more volunteers have joined the Library after the call for help went out.

The Back to Books final grant reporting was completed, the Target grant details are being finalized, and the Food for Fines programming is going well.

A \$500 donation was received for materials to be used in the Children's Department.

Proceeds from the Corn Boil donation were used to purchase a transfer station for the technology lab. Patrons may transfer data from VHS tapes to DVD. Other proceeds are being used to set up a lock box for gaming stations in the Teen Zone.

The Holiday in the Grove program was a wonderful and well attended event.

Java Plus will be doing nice bookbags with their logo on it. Mike is happy to put our logo on the other side at no charge, if we would take a \$50 rent reduction for 2 months (\$100 total) to cover the set-up charge. The Board thought it was a good idea.

November statistics were very good, and a nice amount of patrons visiting.

Volkman insurance visited to review policies with Halikias. He reviewed some of the areas where the roof is leaking. Halikias discussed the leaks with AAA Roofing, and they recommended to go back and talk to the original roof installers. The name of this business has been replaced since installation. AAA recommended to go through the process first before calling in other roofers as it will be expensive.

The HVAC company, Greiters and Precision controls were both out together to try to resolve the ongoing Boiler alarm issues.

The open Shelver position has been filled by a current employee which will save training time.

Board Representative Reports

Building and Grounds

Updates were provided in the Director's report. Trustee Coffman's volunteers assisted with the lovely planters and wreaths.

Personnel

Trustee Morrical and Director Halikias met to update the job description for the Adult Services Manager position. This position will no longer serve as an Assistant Director, but will serve to provide overall management to the Adult Department. Human resources are needed to serve the patrons. This position will assist with minor administrative help for Halikias, technology requirements were strengthened, and minor tweaks were made. The years of experience were reduced to be in line with the position.

OLD BUSINESS

No old business

NEW BUSINESS

a) Election of Officer

The office of Secretary is vacant due to the officer position resignation of Trustee Durrenberger due to time restraints.

Motion: Trustee Melissa Flint was nominated by Morrical. Seconded by Coffman. Roll call vote: Coffman – yes, Graceffa – yes, Oliver – yes, Durrenberger – yes, Morrical – yes, Flint – yes. Motion passed.

b) Approve the annual renewal of the FSA contract, now Health Savings Account for employees.

Annual contract renewal was recommended at an estimated \$84 per month for administration, \$150 renewal fee, and up to \$1,200 per employee for qualified expenses. The Library does not pay this if the benefit is not used. This benefit is offered as the Library does not provide health insurance.

Motion: Coffman – motion. Graceffa – seconded. Roll call vote: Coffman – yes, Graceffa – yes, Oliver – yes, Durrenberger – yes, Morrical – yes, Flint – yes. Motion passed.

Director Halikias would like to evaluate the administration of this policy in the coming year with the Board personnel representative.

c) Approve the renewal of the life insurance plan for employees – Action Required

Annual renewal of the life insurance plan for employees at an estimate cost of \$85-\$100 per year.

Motion: Coffman – motion. Durrenberger – seconded. Roll call vote: Coffman – yes. Graceffa – yes. Oliver – yes. Durrenberger – yes. Morrical – yes. Flint – yes.

d) Upcoming election

April 7th, 2015 is the next election for Trustees. Trustee Morrical will not be running due to anticipated retirement and travel.

Only one packet had been received at the time of this meeting. A calm election is anticipated. Petition filing procedures were reviewed, December 22, 2014 is the deadline. In the event of open seats, the Board will appoint according to their will.

e) Trustee Training

Trustees have indicated they would like ongoing training to be the best Trustees possible. Director Halikias recommended a WebJunction account for each Trustee so they can obtain free courses on topics. The Lewis and Clark Public Library District handbook was highlighted. The ILA Financial Manual for Libraries was shown, as was the Illinois Laws and Rules. Trustee Morrical recommends the ALA Trustee handbook.

f) Agenda items for the January 22, 2015 Meetings

A discussion about moving the meeting time for meetings was held. It is difficult for some Trustees to get to the Library at 6:00 p.m. as this is early.

Director Halikias inquired as to whether meetings may go on past the time of Library close. In order to make sure the Open Meetings Act requirements are met, the Library should be open. Meetings rarely go past 8:00 p.m., and due to the intuitive design of the Library the main Library may close while meetings may continue as the front foyer and entry doors remain open. No conflict is perceived. Trustees were comfortable with the time table.

The next meeting On January 22, 2015 will be held at 6:00 p.m. At that meeting it is anticipated that the Board will discuss and vote on changing further 2015 meeting times to 7:00 p.m. for February 2015 – December 2015. This will allow time for the public to be informed.

Adjournment

Motion: To adjourn the meeting at 6:55pm. Motion by Durrenberger. Second by Graceffa. Voice vote: all yes. Motion passed.

Minutes respectfully submitted:
Shannon Halikias