

**Sugar Grove Public Library District  
Library Board of Trustees  
January 22, 2015  
Board Meeting Minutes**

**Call to Order and Roll Call**

President Antony Oliver called the meeting to order at 6:02 p.m.

**Present:**

Robert Bergman, Trustee; Bill Durrenberger, Trustee; Art Morrical, Trustee; Anthony Oliver, President; Louise Coffman, Treasurer; Pat Graceffa, Vice President; Melissa Flint, Secretary; Shannon Halikias, Director

**Pledge of Allegiance**

**Public Comment**

None

**Approval of the December 18<sup>th</sup> 2014 Minutes – Action**

Motion to approve the minutes of December 18, 2014 Regular Board Meetings. Motion by Durrenberger. Second by Coffman. Roll Call Vote: Bergman – yes. Durrenberger – yes. Morrical – yes. Oliver – yes. Coffman – yes. Graceffa – yes. Flint – yes. Motion Passed.

**Correspondence**

Received letter and \$500.00 for materials in the children's department. A thank you letter has been sent to the patron.

Received an award letter for the per-capita grant of \$19,701.25.

Castle insurance has undergone a merger.

Halikias is applied for a grant to attend a Symposium for library directors who are new to their position and directorship. Halikias will notify if she receive the grant.

**Review of Financial Report**

Treasurer Coffman provided November and December's revenue and expenditure. So far library is on track with budget and expenditure with 50% of the year spent we have spent 51% due to upfront annual expenditures. Halikias found a certified public

accountant that has a skill set that fits perfectly for library needs as a library public accountant. This new proficient CPA will hopefully save the library money in the long run.

Due to the last bond payment the funds in checking were low. The savings account that holds money for bonds and interest was transferred to the checking to accommodate. The checking and savings accounts have been balanced.

Funds in the savings account include Special Reserve funds, funds from the sale of the old building, leftover small funds from the audit fund – amount determined from last fiscal year audit. This leaves the proper amount in savings. The amount in the Library's checking account is the operational funds for the remainder of the fiscal year.

Trustees asked questions for clarification, and confirmed their understanding of what is in savings and checking. This saving account is an amount of "Special Reserve" roughly \$59,000 as well as "Savings" which is leftover funds from the sale of the building at roughly \$85,000 as well as leftover audit funds. Due to the limited funding of the Library, making sure this money is secure in holding these funds is important. Ordinances and Board Bylaws help keep funding secure; the balance between Reserve and Savings is important as we must have security for emergencies and some liquidity as well.

Bank statement will be included in next month's report detailing the transfer.

### **Approval of December 2014 Check Register – Action**

Motion: To approve the December 2014 Check Register of electronic payments and checks. Motion by Morrical. Second by Durrenberger. Roll Call Vote: Bergman – yes. Durrenberger – yes. Morrical – yes. Oliver – yes. Coffman – yes. Graceffa – yes. Flint – yes. Motion Passed.

### **Directors Report**

Halikias attended meeting of two joint review meetings regarding Tiff districts to represent library, there is no growth major in the Tiff districts making the meeting informational.

Genna Mickey was hired as the new Adult Department Manager who holds a MLS specialized in reader advisory, teen programming and is technology oriented.

Halikias has continued training on financing and invoicing and other details. Halikias thanked Tustee Coffman for her additional help as well as previous director Carol Dolin.

Halikias was pleased with the turn out of holiday in the grove and the library's presence

Coming in the Saturday before Memorial Day the portrait of the fallen hero will be at the library. Halikias is looking to partner with the American Legion for this free event.

There has been a slight increase in check outs and reference questions as well as program visitation is going well this month.

The coin boxes associated with the copier and printer are being looked into.

The library website has been updates for Trustee information.

The library Wi-Fi will be shut off beginning between 9 and 10 pm to deter individuals from sitting in the library parking lot after hours. The library website will continue to be operational 24 hours a day.

## **Board Representative Reports**

### **Budget and Finance**

See financial report

### **Building**

none

### **Grounds**

none

### **Bylaws**

none

### **Long range Planning**

none

### **Personnel**

See directors report

### **Policy**

none

### **Technology**

Trustee Morrical suggests showing a donor need to the public with specific items needed for the tech and other departments to demonstrate a need as people seek out places to donate before tax time.

### **Special**

None

### **Friends Report**

Vice President Graceffa is seeking feedback from former friends and looking for a time to meet with the group. Graceffa suggests to Halikias to put a sign in the library to gather people to the group and she agrees.

### **Old Business**

#### **Upcoming Elections**

Halikias received clarification of position terms with Coffman and has sent in final paperwork for elections

#### **Trustee Training**

ILA Trustee form and legislative workshop available for trustees in Chicago

### **New Business**

#### **a) Change in Meeting time for 2015 Board Meetings**

Motion: to change the Library Board Meeting time to 7:00 PM by Durrenberger. Second By Graceffa. Roll Call Vote: Bergman – yes. Durrenberger – yes. Morrical – yes. Oliver – yes. Coffman – yes. Graceffa – yes. Flint – yes. Motion Passed.

#### **b) Sugar Grove Community Newsletter – Discussion**

A new Sugar Grove Newsletter was discussed. Costs and benefits were weighed. The Library will be providing content for the first issue, and there will be no charge for the first issue. There are concerns about future costs, and also support for a community newsletter as the Library cannot afford to do one by itself.

#### **c/d) Java Plus Lease Discussion and Action**

Discussion to renew lease of Java Plus until July 1 2015 to fit with the fiscal year. A finance and building committee will be formed to discuss changes to any future lease and changes in facilities.

Motion: to renew the Java Plus lease through June 30 2015 by Durrenberger. Second by Coffman. Roll Call Vote: Bergman – yes. Durrenberger – yes. Morrival – yes. Oliver – yes. Coffman – yes. Graceffa – yes. Flint – yes. Motion Passed.

#### **e) Letter of agreement with Zabinski Consulting Services, Inc.**

Zabinski charges a flat fee with travel compared to \$50.00 without travel. Zabinski will be able to access QuickBooks and refine allocations off site. Zabinski has a background in library and fund accounting working with McCook, Lagrange and Stickney library's making her proficient and highly recommended.

Motion: to engage in services provided by Zabinski Consulting services by Durrenberger. Second by Graceffa. Roll Call Vote: Bergman – yes. Durrenberger – yes. Morrival – yes. Oliver – yes. Coffman – yes. Graceffa – yes. Flint – yes. Motion Passed.

#### **f) Items for February Meeting**

Art Morrival volunteers to meet with Halikias regarding Java Plus lease

Upcoming budget discussion regarding library manager wish lists and priorities

#### **Adjourn**

Motion to adjourn by Coffman at 7:07 PM. Second by Morrival. Voice vote: all yes.  
Motion Passed

Minutes respectfully submitted:

Melissa Flint