**Sugar Grove Public Library District**

**Library Board of Trustees**

**August 24, 2016**

**Regular Board Meeting Minutes**

**Call to Order and Roll Call**

President Anthony Oliver called the meeting to order at 7:13 pm.

**Present:** Bill Durrenberger, Secretary; Anthony Oliver, President; Bob Bergman, Trustee; Pat Graceffa, Vice-President; Kim Ekker, Trustee; Vivian Rabiola, New Trustee (to be sworn in tonight) ; Shannon Halikias, Director.

**Public Comment:** None

**Pledge of Allegiance**

**Swearing in of new trustee:** Bill Durrenberger, Secretary gave Oath of Office to Vivian Rabiola. Vivian signed all paperwork.

**Approval of Minutes of July 27, 2016 Regular Board Meeting – Open Session.**

Motion: To approve the minutes of the July 27, 2016 Regular Board Meeting – Open Session. Motion made by Durrenberger. Second by Graceffa. Roll Call Vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**Approval of July 27, 2016 Regular Board Meeting - Closed Session**

Motion: To approve the minutes of the July 27, 2016 Regular Board Meeting – Closed Session. Motion made by Durrenberger. Second by Bergman. Roll Call Vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**Approval of July 27, 2016 Regular Board Meeting – 2ND Closed Session**

Motion: To approve the minutes of the July 27, 2016 Regular Board Meeting – 2ND Closed Session. Motion made by Durrenberger. Second by Graceffa. Roll Call Vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**Correspondence**

Shannon suggested Ill Bond Election - Success at Polls Workshop for Trustees Free-Friday, 9/16/16 Rosemont.

**Review of Financial Reports**

Shannon mentioned that Trustee De Boer had been in earlier but was suffering from food poisoning.

Check Register $99,215.75 (One of the bonds payments.)

$1505.00 repair of walkway Prairie Glenn HOA special assessment. We pay for seven lots every year. Our portion for water retention. Shannon voiced e-mail objection to association to waive as not library property and no response returned to date. Anthony asked if we could get Prairie Glenn Minutes. Shannon said probably.

Check details – we are not seeing revenue expenditure spreadsheets. Very expensive to do. Audit beginning. Next month you will get June and July together.

Kelly Zebinski confirmed Shannon’s number of around $15,000 under budget. Shannon banked $5000. We received a lot more in Impact fee than we expected. Stillwater Developers have changed several times. Impact fee rebate never cashed any of the checks and Shannon sent a letter asking if they were going to cash checks as we changing accounts. $4000 sitting there. Kim asked why Prairie Glenn did not take it up. Shannon is checking with accountant. Shannon is confident we came in under budget.

**Approval of July 2016 Check Register**

*Motion:* To approve the July 2016 Check Register. Motion by Durrenberger. Second by Ekker. Roll call vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**Director Report**

Director Halikias reviewed her written report, including FLSA. Trustee Rabiola who works in Human Resource Dept. offered to help with policy development. Also, we did get Riverboat Grant $7,143. $5000 to collection and balance to $2000 to tutor database.

2 staff members going on maternity leave & 1 moving to Michigan. All in Children’s Dept. Does not need board approval because not permanent position.

**Board Representative Reports**

Building and Grounds: Anthony waiting to hear back from Tim from Cordigan and Clarke. Anthony said the work looks good and it has been good working with them. Graceffa mentioned front gutter seams deteriorating. Graceffa will setup meeting between Aquascape, Oliver and Halikias for water feature.

No other Board Representative Reports.

**Friends Report**

None

**Old Business:**

Sugar Grove Library will go with SWAN. Provides larger access of materials for patrons. Prairie Cat no significant cost savings for us either way. Our library cut from Magic cut is around $47,000. Technically they can’t hold reserve money.

**New Business:**

The board verified Bill Durrenberger as Vice-President and Pat Graceffa as Secretary and they also verified all trustee’s contact information and terms.

**Approval of Trustee Positions and Term Limits**

*Motion: T*o approve certified list of Approval of Trustee Position and Term Limits. Motion by Durrenberger..Second by Ekker. Roll call vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**Adoption of the budget and appropriations ordinance**

*Motion: T*o approve adoption of the budget and appropriations ordinance. Motion by Graceffa. Second by Durrenberger. Roll call vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**Estimate of Revenue by Source**

*Motion: T*o approve Estimate of Revenue by Source. Motion by Durrenberger. Second by Oliver. Roll call vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**Resolution of Estimate of Funds Needed**

*Motion: T*o approve Resolution of Estimate of Funds Needed. Motion by Graceffa. Second by Durrenberger. Roll call vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**IPLAR Approval of the annual Illinois Public Library Annual Report submitted to the State of Illinois**

*Motion*: To approve IPLAR Approval of the annual Illinois Public Library Annual Report submitted to the State of Illinois. Motion by Ekker. Second by Graceffa. Roll call vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Rabiola – yes, Ekker – yes, Graceffa – yes.

**Items for September 2016 Agenda**

**Adjournment**

*Motion:* To adjourn the meeting at 8:20 pm. Motion by Durrenberger. Second by Graceffa. Voice vote: all yes. Motion passed.