

**Sugar Grove Public Library District  
Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday July 26<sup>th</sup>, 2017

**Call to Order and Roll Call**

President Anthony Oliver called the meeting to order at 6:35 pm CST.

*Present:* Anthony Oliver; President, Vivian Santos-Buch, Secretary; Trustees Robert Bergman, Joy Stokes, Debbie De Boer, Treasurer.

*Absent:* Pat Graceffa, Vice President and Jane Klingberg, Trustee

*Also Present:* Library Director Shannon Halikias and Assistant Director Genna Mickey

**Pledge of Allegiance**

**Public Comment**

None.

**Approval of Minutes of June 28<sup>th</sup>, 2017 Regular Board Meeting**

Debbie De Boer motioned to approve the minutes. Joy Stokes seconded.

All in favor.

Motion carried.

Minutes of June 28<sup>th</sup>, 2017 Board Meeting approved.

**Correspondence**

None.

**Review of Financial Reports**

*June 2017 Transaction Detail Report (p. 10)*

*Treasurer DeBoer pointed out a few out of the norm transactions:*

- Chicago Tribune - annual subscription
- Cintas Fire Protection - fire extinguishers
- LIMRICC - Unemployment quarterly payments
- Scholastics, Inc - Summer Reading program prizes

*YTD Profit and Loss (p. 11 - 14):*

- *Director Halikias* stated this is an estimated YTD report, and is pending pre audit cleanup (conducted by Accountant) and final audit (Conducted by Auditor).
- As of right now, report shows a \$6,981.66 overage. However, this is due to the final payroll cycle of the fiscal year, which overlaps with the next year. When the Accountant (*Kelly Zabinski*) comes to review all finances, she will split the last pay period, and move the second week to the next fiscal year.
- As a result, final numbers should bring us very close to the budget.
- In the next two weeks, *Zabinski* will be coming in.
- Audit is scheduled for week of August 28<sup>th</sup>, 2017.
- Director's focus for the next month will be on the audit preparations.

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**Approval of the June 2017 Check Register**

Debbie De Boer motioned to approve the minutes. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

June 2017 Check Register approved.

**Director's Report**

- *Director* Halikias reviewed her written report (p. 22-23).
- Doing some work with Magic and SWAN to prepare for migration, including timeline.
- Received slightly over \$4,000 grant from RAILS for purchase of equipment. This will bring us up to compliance for equipment needed for migration. This was one of the largest grants from all the libraries.
- Riverboat grant committee approved final paperwork. Check has not yet been received.
- Insurance check (about \$1,000) for window pane repair has not yet been received. *Director* Halikias will send a follow up.
- *Per Capita Grant* was never received this year. This is due to the current Illinois Budget situation. State Library was called to follow up, but to date, check has not been received. The amount was never spent in case this happened. Auditor will have to provide guidance on how to document this in the books.
- MediaCom issues continue, even after additional Wi-Fi was added. Issues have now been identified with the actual pipeline that provides the internet service. It is experiencing problems in the area. It is not our equipment in the building anymore. MediaCom is currently the only high service provider in the area.
- June is the end of fiscal year. Final deposits were made. All local funds were transferred to the library's checking account. Also working on statistics roll over totals.
- General Circulation 8.9% decrease in the last month, but a full 11% increase over the last two-years. Total Circulation shows a 3.7% decrease from last year, but a 14.2% increase over two-years.
- Having some problems with washroom controls. Getting information on this matter.
- Cap over sewer – in the past, it appears children like to remove the cap, but it has always been found. However, recently, cap went missing and cannot be found. *Director* has contacted the Village to correct issue, and inquire about bolting down cap to the ground to avoid this and also as a safety measure.
- Recent issue discovered with FSA accounts (pre-tax dollars) that dates back to previous administration. It has been discovered that taxation was not being done correctly and as a result, employees have been being taxed on said amounts. Amount is estimated to be about \$3 per paycheck or about \$100 per year for each employee. Appears to go back to 2015. *Director* Halikias is currently looking into this with the library's payroll company. Going forward, it needs to be fixed. Alternative: to remove amount from paycheck (since it is not payroll). *President* Oliver recommended that a memo be sent to the staff to explain the situation. *Director* Halikias will wait for final information from

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the payroll company before sending this memo, and would like to have a nice lunch for the staff then as well.

- DeBoer asked about how many CDs were in the Indy collection. *Director* Halikias stated there are about 50. *Director* also mentioned that a new national Indy magazine will be launching soon, and it will have its offices in Sugar Grove.

**Board Representative Reports**

Building and Grounds

See below under “New Business”.

Finance

No additional information.

Personnel/Policy

No report.

Strategic Planning

No report.

**Friends Report**

No report.

**Old Business**

Café Space Update.

- Genna and team have rearranged area and moved sale books in, to make it more appealing to patrons, while vacant.
- Library received several questions on the space, after the article was published in the Chronicle. *Director* pointed out that her comments in the article were slightly taken out of context. *President* Oliver stated his were as well. Halikias stated that her comments were that the café was not meant to be a revenue generator as the library is a non-profit organization. Rent is simply meant to offset utility costs.
- Halikias and Genna will continue to work on Request for Proposals and getting them out there.

**New Business**

a) STA Proposal

- Of the three companies contacted for quotes on the gutter work, only *STA Enterprises, Inc* came back with a quote (page 30 of packet).
- *Director* Halikias will still like to seek additional quotes and opinions on issue. She will put out the request again.
- Nothing can be done until the next fiscal year anyway.

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**Items for Next Month's Agenda**

- BNA Hearing proposal.
- Certificate of Revenue.
- FOIA Open Information Binder review results.
- FSA proposal

**Adjournment**

*Motion:* To adjourn the meeting at 7:04 p.m. Motion by DeBoer. Seconded by Stokes.  
Voice vote: all yes. Motion passed.