

**Sugar Grove Public Library District  
Regular Meeting of the Board of Trustees: Minutes  
Wednesday, August 28, 2019**

**Call to Order/Roll Call and Introduction of Trustees**

President Brad Knechtges called the meeting to order at 6:35 p.m.

- Present: Brad Knechtges (President), Pat Graceffa, Michelle Damadeo, Jane Klingberg (Vice-President).
- Also Present: Shannon Halikias (Library Director), and incoming Trustee for swear in, Tommy Thomson.
- Absent: Vivian Santos-Buch (Secretary), Joy Stokes (Treasurer).

**Public Comment**

Local resident John Guddendorf expressed appreciation for the Board for their involvement with receiving the honor of Citizen of the Year. Director Halikias thanked him for serving as a role model in his community service and stewardship.

**Pledge of Allegiance**

**Approval of Minutes**

July 24, 2019 – Regular Board Meeting Minutes: Pat Graceffa moved to accept the minutes, seconded by Michelle Damadeo. Voice vote – all aye, Jane Klingberg abstained due to absence at the prior meeting.

July 24, 2019 – Closed Session Meeting Minutes: Michelle Damadeo moved to accept the minutes, seconded by Pat Graceffa. Voice vote – all aye, Jane Klingberg abstained due to absence at the prior meeting.

**Trustee Swearing In**

Brad Knechtges (President) administered the Oath of Office to the Trustee appointment, Tommy Thomson. He was welcomed to service by the Board of Trustees. Thomson will serve as Term D, expiring in 2023.

**Correspondence**

Prairie Glen subdivision, of which the Library is by contract a non-voting member, is updating their communication preferences and transitioning to a different management company, Baum Properties.

**Review of Financial Reports**

Treasurer Stokes is absent, Director Halikias updated the Board. The auditor was present for the yearly audit and had opportunity to meet with Stokes.

Vendor purchases were reviewed, and commented on larger ones. As this is the beginning of the fiscal year, some larger invoices appear as yearly invoices are presented. Examples discussed included:

- Cengage – databases

- Midwest – subscription for Hoopla streaming media
- SWAN Consortium Quarterly payment
- Bond Payment – interest payment, paid yearly
- Volkman – yearly premium
- Unspecified is Payroll

Zabinski consulting is uploading the 2020 budget for Budget/Actuals for next month.

### **Approval of the July 2019 Check Register**

A review and approval of expenditures for the check register of July, 2019 for \$119,213.79.

Pat Graceffa motioned to approve the check register, seconded by Jane Klingberg. All in favor, motion carried.

### **Director's Report**

- The Aurora public library visited.
- The Foundation met, documents for incorporation have been filed.
- The focus of the month has been audit prep to prepare for Weber and Associates. The field work of the audit typically takes four days, this year it took two due to good preparation.
- The new SWAN mobile app was mentioned.
- The IPLAR is up for approval.
- A new museum pass program is now available, "Explore More Illinois." This is free for patrons through our consortium membership.
- A slideshow of the Animal Slumber Party was demonstrated. It is collaboration between departments as the teens created the show for the children.
- Staff update: Amanda has accepted a full time position in the medical field which is to be her career path. The Circulation Assistant position will be advertised.
- A question was asked if the boundaries would change between Libraries if Aurora Public Library becomes a District Library. This will be researched.

### **Board Representative Reports**

#### **Building and Grounds**

This month the building was pressure washed to remove grime, mildew, bird fecal matter. It should be done every few years. Oak Brook Mechanical has taken care of the chemicals needed for the boilers.

#### **Finance**

Audit prep was a focus. Initial findings of the audit indicate that we came in on budget, slightly higher revenue but nothing significant. Full findings will be available in the next month or so, typically approved in November.

## Personnel/Policy

No report.

## Strategic Planning

Input for the annual report will be sought as statistics and information are compiled for the 19-20 report. It is suggested that Trustees Knechtges and Klingberg will serve as advisors. Trustee Klingberg suggested involvement in "Illinois Gives" as well as other ideas for fundraising.

## Friends Report

The Corn Boil was briefly discussed.

## Old Business

None.

## New business

### a. Cannon Copier Contract

The Board reviewed the 5 year contract proposal submitted by Cannon, and listened to the information and presentation given by the service and customer service managers for the area. The patron and staff copiers will be replaced at the same monthly cost that has been paid for only the staff machine. Representatives answered a variety of questions on the topic of training, upgrading, security, costs, and material costs.

Trustee Damadeo motioned to approve the contract, Tommy Thomson seconded. All aye – motion carries.

### b. Illinois Public Library Annual Report - IPLAR

The IPLAR data was reviewed. Anomalies as a result of the consortium transition were discussed as well as EBSCO database statistics glitches. A full assessment will be made as the strategic report is worked upon. This report is submitted annually to the Secretary of State. The minutes for the year were reviewed by Trustees Damadeo and Stokes.

Jane Klingberg motioned to accept the IPLAR, seconded by Pat Graceffa. Voice vote – all aye.

### c. Budget and Appropriation Ordinance Public Hearing

The Board will hear public comment of the Tentative Budget and Appropriation Ordinance. Members of the public are welcome to speak on the topic of the budget or ordinance. There was no public comment.

d. Budget and Appropriation Ordinance Adoption

The Board voted on the annual Budget and Appropriations ordinance for fiscal year 2019-2020 to secure funding necessary for the operations of the Library. The B and A steps were reviewed, and are mandated by the Illinois General Assembly. Needs are assessed, a working budget is developed. The B and A sets the legal spending threshold for budget items. Director Halikias explained the budget process as well as other factors that affect the funding of the Library.

The implications to the budget as a result of the Illinois wage mandates were discussed. Raising wages within the tax caps poses a serious challenge to the Library and may impact future operations, however wages are very below industry standards and the Library is one of the few that does not offer participation in IMRF or benefits. The Director seeks to maintain operations while providing for other needs and mandates. Revenue growth is critical, but the Library is limited by tax caps.

Jane Klingberg motioned to approve, Michelle Damadeo seconded. Voice vote – all aye.

e. Estimate of Revenue by Source

A document that details revenue estimates for FY 2019-2020.

Pat Graceffa motioned to approve, Tommy Thomson seconded. Voice vote – all aye.

f. Resolution 2019-8-28 - Estimate of Funds Needed

A document that details the estimation of funds needed for FY 2019-2020.

Tommy Thomson motioned to approved, Michelle Damadeo seconded. Voice vote – all aye.

g. Live and Learn Construction Grants

Grant opportunities were discussed, and Director Halikias believes the Library may qualify. Several projects were mentioned including redoing the Café area, creating a digital lab, or updating areas in the Library to provide for assistive device and access for handicapped or mobility challenged patrons. A webinar will be upcoming and the Director will attend to gather more information. This opportunity will be available to Trustees.

Items for next month

Further information about webinars and learning opportunities, policies per the schedule, the annual report schedule, ATT contract.

Adjourn

*Minutes prepared by Shannon Halikias*