

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday January 22, 2020

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:43 pm CST.

- *Present:* Bradley Knechtges (*President*), Pat Graceffa (*Trustee*), Jane Klingberg (*Vice-President*), Tommy Tompson (*Trustee*).
- *Also Present:* Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*).
- *Absent:* Vivian Santos-Buch (*Secretary*), Joy Stokes (*Treasurer*), Michelle Damadeo (*Trustee*).

Public Comment

No public.

Pledge of Allegiance

Approval of December 18, 2019 Regular Board Meeting Minutes

Pat Graceffa motioned to approve the December meeting minutes. Tommy Tompson seconded.
Motion carried.

December 18, 2019 Regular Board Meeting Minutes approved.

Correspondence

None

Review of Financial Reports

Board reviewed the *December 2019 Expenses by Vendor Summary* report. Out of the ordinary transactions:

- *Chamber of Commerce – Annual membership \$325.00*
- *U.S. Bank Bond Payment - \$689,700.00*
- *Two payroll runs*

Approval of the December 2019 Check Register

Pat Graceffa motioned to approve the December check register in the amount of \$736,427.00. Jane Klingberg seconded.

All in favor.

Motion carried.

December 2019 Check Register approved.

Director's Report

Shannon reviewed her Director's Report for the period of late November through December.

- Circulation continues to rise with an 11.3% increase over last year, and 30.7% more than two years ago.
- Food for Fines was active in December, rising much needed items for the Little Free Pantry and the Between Friends Food Pantry.
- The boilers required a repair to the bearing assembly parts before critical cold hit, otherwise water will leak out at a rate of concern causing the boilers to halt. The heating exhaust fan was repaired in the stairwell.
- The Live and Learn Construction Grant was a key focus of the month, with intensive work and focus. Cordogon and Clark were extremely generous in their time, efforts, work with Tim Weber.

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Board Representative Reports

Building and Grounds

- The salting of the parking lot was discussed, there are no major concerns.
- Modern Woodman has also offered to provide assistance with grounds upkeep.

Finance

None.

Personnel/Policy

None.

Strategic Planning

Will be discussed later in the agenda.

Friends Report

- The Quilting Guild is offering to work on another quilt fundraiser with a potential raffle.
- The Foundation is working on events.

Old Business

- The Live and Learn construction grant was discussed. The project seeks to do a minor renovation on the front café and foyer areas to create a NOW Space, replace flooring that is a tripping hazard, and provide accessible seating and assistive technology to open bathroom doors.
- Cordogan and Clark worked with Director Halikias to formulate a facilities plan, a mechanical list, a full ADA assessment.
- The grant was submitted on January 5th.

New Business

a) TIF District Discussion

- The Board discussed the TIF District proposal as well as the impact on the Library.

Items for Next Month

A donation policy may be ready for review.

Adjournment

Pat Graceffa motioned to adjourn the meeting at 7:58 pm. President Knechtges seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.