

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday July 27, 2022

1. Call to Order

President Ryan Ivemeyer called the meeting to order at 6:33 pm CST.

2. Board of Trustee Roll Call

- *Present:* Ryan Ivemeyer (*President*), Pat Graceffa (*Vice President*), Vivian Santos-Buch (*Secretary*), and Glenda Peck (*Trustee*)
- *Late Arrival (6:36pm):* Allison Short (*Trustee*)
- *Also Present:* Genna Mickey (*Library Director*)
- *Absent:* Michelle Damadeo (*Treasurer*) and Tommy Thomson (*Trustee*)

3. Public Comment

- None
 - a. Pledge of Allegiance

4. Approval of Meeting Minutes

- a. June 22, 2022 Regular Session Meeting Minutes reviewed.
 - i. Genna pointed out a typo on page 5 of James ("Jamie") Rachlin's name. Genna will make the correction.

Pat Graceffa motioned to approve the meeting minutes for June 22, 2022. Vivian Santos-Buch seconded.

June 22, 2022 Board Meeting Minutes Approved.

5. Correspondence

- None.

6. Review of Financial Reports

Genna Mickey reviewed the *June 2022 Expenses by Vendor Summary* report. Transactions of note:

- *Findaway World LLC* (\$2,541.07) – book/audiobooks
- *Tumble Books Press* (\$699.00) – whole year subscription
- *Not Specified* (\$29,635.25) – two payroll cycles

Genna pointed out there's been more spending in order to expend the per capita grant Genna also reviewed the Budget vs. Actual report. Numbers are still in flux as the fiscal year closes. Accountant is in the process of reviewing.

7. Approval of the June 2022 Check Register

Vivian Santos-Buch motioned to approve the June check register in the amount of \$66,899. Allison Short seconded.

All in favor.

Motion carried.

June 2022 Check Register Approved.

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Move to Closed Session

Pat Graceffa motioned to move to closed session at 6:42pm. Glenda Peck seconded.
All in favor.
Motion carried.

Open Session resumed at 7:15pm. All have returned, no action taken.

8. Director's Report

Genna reviewed her Director's Report for June/July.

- Genna shared information on library advocacy webinars.
- The July Grooving in the Grove was very successful with 625 more attendees than June. Next event is scheduled for Thursday Aug 11th.
- Genna reached out to two contractors to address the bird mitigation issue. She received one proposal (agenda item below); second company has not responded.
- Library had 6,000 visitors last month, which is the highest year to date.
- She met with the new Sugar Grove Parks Director.
- Received the award letter for the Per Capita Grant in the amount of \$23,768.15.
- Submitted two grants for this fiscal year. *On the Road to Recovery* and *Live and Learn Construction* grants were both due July 15th.
- Staff will be helping at the Corn Boil with a variety of tasks rather than having a vendor booth.
- Doing a volunteer appreciation party next Wednesday August 3rd.
- Library will have a sign-up table at the Sugar Grove Jewel Osco in September.

9. Board Representative Reports

Building and Grounds

- Discussed during the Director's Report.
- Glenda Peck asked about the Landscaper as she has noticed mulching has not been done this summer. Genna will follow up.

Finance

- None.

Personnel/Policy

- None.

Strategic Planning

Referendum

- Pat shared highlights of a July 7th call about going to ballot. Her main takeaway is that we need to get a message soon.

10. Friends and Foundation Reports

- Foundation working on ideas for a fundraiser. Have talked to local business who would match with a donation.

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11. Trustee Open Comments and Discussion

- Pat asked Genna if she had any information on the Kaneland information session that recently took place. There's another one tonight. There's some talk about it being about getting on the ballot. Genna doesn't have information yet but plans on making a connection with their school board.

12. Old Business

- a. Open Library PayPal Account
 - i. Genna explained the need of having a PayPal account for the primary use of accepting fine and fee payments through the Library's new catalogue.

Allison Short motioned to approve the opening of a PayPal account for the library. Vivian Santos-Buch seconded.

Opening of PayPal Account Approved.

- b. Appoint Board representatives to examine Secretary's records.
 - i. Pat Graceffa and Allison Short volunteered. Genna said they can stop by at any time after Monday but before the August meeting.
- c. Tentative Budget and Appropriation Ordinance
 - i. Board reviewed the draft after Genna made some adjustments to accommodate the Per Capita Grant.

13. New Business

- a. Review Capital Improvement Plan
 - i. Genna reviewed a draft capital improvement plan (page 36) with the Board and Board provided feedback.
- b. Approve Quote for Bird Mitigation
 - i. Two vendors came out to assess the bird issue.
 - ii. Eleet Pest Elimination Service provided a quote.
 - iii. They explained that there are two options to address such issues: netting or spiking, but based on the building design and size, steel spiking is the best and most reasonably priced option.
 - iv. Board decided to wait for a second quote and put in next month's agenda.
- c. Review Facilities Assessment Proposals
 - i. Board decided not to take action.
- d. Items for August Agenda
 - i. Public hearing of B&A
 - ii. Bird Mitigation quotes
 - iii. IPLAR Approval
 - iv. John Craskac from Every Library

14. Adjournment

Pat Graceffa motioned to adjourn the meeting at 8:43pm. Glenda Peck seconded.

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Voice vote: all yes.

Motion passed. Meeting adjourned.