

## Sugar Grove Public Library District (SGPLD)

### Library Board of Trustees

Regular Board Meeting Minutes: Wednesday October 26, 2022

#### 1. Truth in Taxation Hearing / Call for Public Comment

- a. Trustee Michelle Damadeo made the motion to open the Public Hearing for public comment for the approval of a proposed tax levy increase for the Sugar Grove Public Library District to be collected for fiscal year 2023-2024. Trustee Pat Graceffa seconded the motion. All in favor. Motion carried.
- b. No public comment occurred.
- c. Trustee Allison Short made a motion to adjourn the Public Hearing at 6:35p. Trustee Graceffa seconded the motion. All in favor. Motion carried.

#### 2. Call to Order

- *President* Ryan Ivemeyer called the meeting to order at 6:35 pm CST.

#### 3. Board of Trustee Roll Call

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

#### 4. Public Comment

- None
  - a. Pledge of Allegiance

#### 5. Approval of Meeting Minutes

- a. September 28, 2022 Regular Meeting Minutes reviewed.
  - b. October 5, 2022 Special Meeting Minutes reviewed.
- Trustee Damadeo motioned to approve both the September 28, 2022 Regular Meeting and October 5, 2022 Special Meeting Minutes. Trustee Graceffa seconded. All in favor. Motion carried. Regular Meeting and Special Meeting Minutes Approved.

#### 6. Correspondence

- Library Director Genna Mickey shared materials from the Sugar Grove Historical Society and will investigate annual membership; Holiday spirit campaign from Conley Outreach Services – want to do a giving tree at the library; Kaneland Fire and Safety Foundation NFP sent a letter.

#### 7. Review of Financial Reports

- Library Director Mickey reviewed reports, including *September 2022 Expenses by Vendor Summary* report and noted where budget was reaching 65% due to budgeted annual subscriptions. Clarified that a negative amount that appeared in last month's report was an accounting issue, not an expense/refund.

#### 8. Approval of the September 2022 Check Register

- Trustee Damadeo motioned to approve the September check register in the amount of \$54,331.86. Trustee Short seconded. All in favor. Motion carried. September 2022 Check Register Approved.

## Sugar Grove Public Library District (SGPLD)

### Library Board of Trustees

Regular Board Meeting Minutes: Wednesday October 26, 2022

#### 9. **New Business (reordered)**

- a. Financial Analysis Presentation – Jamie Rachlin of Meristem Advisors
  - i. Mr. Rachlin gave a presentation beginning at 6:48p via Zoom.
  - ii. Presentation covered Library District’s current finances and projections if no additional funding can be obtained. Referendum would enable the library to create special reserve to better meet capital needs, in addition to provide expanded materials, programming, and staffing/hours. Without additional funds/referendum, library would need cut services, staffing/hours, materials, and programming.
  - iii. Trustees discussed presentation and strategies for understanding and helping the community understand the need to support referendum.

#### 10. **Director’s Report**

- Library Director Mickey reviewed her Director’s Report for September 2022. Library Director Mickey is spending significant/increasing time on building issues. New bathroom door covered (minus deductible) by insurance due to malfunction, vinyl chairs in quiet reading room are cracked, windows in room are cracked. HVAC system is very outdated, will need to replace command unit if malfunction occurs again due to system running on ancient Windows OS computer.

#### 11. **Board Representative Reports**

- Building and Grounds – Trustee Glenda Peck had no updates
- Finance – Trustee Damadeo had no updates, financial presentation covered
- Personnel/Policy – Trustee Vivian Santos-Bush not present, no update
- Strategic Planning – Trustee Damadeo asked about setting up Town Hall/Community Focus Group events, setting dates in November/December
- Referendum – no further updates, financial presentation covered

#### 12. **Friends and Foundation Reports**

- Farmer’s Market first Wintermarket was a success, president of Foundation had a death in her family and has delayed the beginning of Yes Committee

#### 13. **Trustee Open Comments and Discussion**

- Trustee Short brought up petition signatures needed was likely less than 50, according to 75 ILCS 16/Public Library District. Discussed, information shared with Trustees to lessen the burden of signature collection.

Sec. 30-20. Nomination of candidates; ballot.

(a) Nomination of candidates for election as trustees shall be by petition, signed by a number of qualified voters equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less, residing within the district, and filed with the secretary of the district within the time provided by the Election Code. No party name or affiliation may appear on the petition.

- Trustee Graceffa clarified that looking at the boiler/HVAC system may be wiser to wait or spread-out cost – recognizing that if there is an issue then money will have to be spent.
- Trustee Damadeo asked about tuck pointing and masonry issues discussed in previous meeting – Library Director Mickey reported that Cordogan and Clark came to the Library and looked at it.

**Sugar Grove Public Library District (SGPLD)**

**Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday October 26, 2022

14. **New Business (continued)**

- a. (reordered)
- b. Approve Levy Ordinance 2022-10-26
  - i. Trustee Graceffa made a motion to approve Levy Ordinance 2022-10-26, the annual levy necessary to secure funding for District operations. Trustee Peck seconded. All in favor. Motion carried.
- c. System upgrade HVAC Temperature Control/Building Automation System
  - i. Trustee Damadeo motioned to approve the contact with Precision Control Systems to replace HVAC temperature control systems, should it malfunction and need to be replaced in an emergency, as the system may fail. Trustee Graceffa seconded. All in favor. Motion carried.
- d. Holiday Closing Schedule
  - i. Reviewed holiday closing scheduled for the calendar year 2023. Observed Days warranted some discussion, tabled until November 2022 meeting.
- e. Board Meeting Schedule
  - i. Reviewed dates for board meeting schedule for the library for the calendar year 2023. Clerical error in dates reading 2022, Library Director Mickey will update and resend.
  - ii. Trustee Peck motioned to approve Board Meeting Schedule. Trustee Damadeo seconded. All in favor. Motion carried.
- f. Trustee Appointment
  - i. As the resignation of former Trustee Tommy Thompson leaves a vacancy, Trustees discussed vacancy and election. Discussed potential for temporary trustee and petitions.
- g. Per Capita Grant – Trustees discussed requirements for Per Capita Grant due in January 2023. Reviewed requirements and checklists. Trustees need to complete an annual board walk-through of the library, add section to agendas regarding local records act, increase compliance with local records act per the requirements, and further ADA compliance.
- h. Agenda for November 2022 Meeting
  - i. Discussion of holiday closing schedule and approve closing schedule.
  - ii. Chapman and Cutler presentation
  - iii. If auditor contacts Library Director Mickey, audit will be added to agenda.

15. **Adjournment**

President Ryan Ivemeyer called for adjournment at 9:05pm. Trustee Graceffa motioned to adjourn the meeting, Trustee Damadeo seconded the motion. All in favor. Motion passed. Meeting adjourned.

16. Upcoming Scheduled Meeting: Wednesday, November 16, 2022 – 6:30pm