

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday November 16, 2022

1. Call to Order

President Ryan Ivemeyer called the meeting to order at 6:31 pm CST.

2. Board of Trustee Roll Call

- Present: Ryan Ivemeyer (*President*), Pat Graceffa (*Vice President*), Vivian Santos-Buch (*Secretary*), Michelle Damadeo (*Treasurer*), Allison Short (*Trustee*), and Glenda Peck (*Trustee*)
- Also Present: Genna Mickey (*Library Director*), Kyle Harding (*Chapman and Cutler LLP*) and Bill Durrenberger (*Trustee candidate*)

3. Public Comment

- No comment.
 - A. Pledge of Allegiance

4. Approval of Meeting Minutes

- A. October 26, 2022 Regular Meeting Minutes reviewed.

Michelle Damadeo motioned to approve both sets of meeting minutes for October 26, 2022. Pat Graceffa seconded.

October 26, 2022 Board Meeting Minutes Approved.

5. New Business:

- a) Trustee Appointment

Pat Graceffa motioned to appoint Bill Durrenberger as Board Trustee. Alison Short seconded.

All in favor.

Motion carried.

Trustee Appointment Approved.

- b) Oath of Office

- a. The Oath of Office was administered to Bill Durrenberger.

- c) Proposal of Limiting Rate

- d) Kyle Harding of Chapman and Cutler LLP reviewed key information on the proposed limiting rate increase proposition for the April 2023 consolidated election. He also provided information on the election timeline and the Election Interference and Ethics Act.

6. Correspondence

- Official letter from Office of Secretary of State saying we must fill the vacant trustee position.

7. Review of Financial Reports

Genna Mickey reviewed the *October 2022 Expenses by Vendor Summary* report. Currently at 30.11% of the year. No transactions out of the ordinary.

8. Approval of the November 2022 Check Register

Pat Graceffa motioned to approve the November check register in the amount of \$60,366.95. Vivian Santos-Buch seconded.

Bill Durrenberger abstained.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday November 16, 2022

6 Yes, 1 Abstained.

Motion carried.

November 2022 Check Register Approved.

9. Director's Report

Genna Mickey reviewed her Director's Report.

- Kaneland School District officially said they are going to be on the April ballot.
- A lot of people visited the library last month (probably due to early voting as well as Halloween programming).
- Staff holiday gift discussed.
- Looking at holding at least two community informational sessions. This can be done after the ordinance is passed (December). Jamie Rachlin is willing to come out to present financial information.

10. Board Representative Reports

A. Building and Grounds (discussed during the Director's report)

- Walkthrough with Service Master recently. They came back and said they needed to raise \$265 per month (17% increase). As a result, service had to be cut from twice a week to once a week.
- Glenda Peck and Genna completed the Buildings & Grounds walkthrough and identified several building issues. A leak above Circulation Desk is the highest priority.

B. Finance

- Waiting for the audit results. Should be done soon.

C. Personnel/Policy

- None.

D. Strategic Planning

- None

E. Referendum Readiness

- Discussed in specific agenda items.

11. Friends and Foundation Reports

- Foundation – received \$100 donation from the Fidelity Foundation.

12. Trustee Open Comments and Discussion

- Bill Durrenberger thanked the Board members for their dedication.

13. Old Business

A. Holiday Closing Schedule

- Motion to approve the holiday schedule for calendar year 2023 with the exception of removing Saturday December 30, 2023 from the list and remain open that day.

Glenda Peck motioned to approve the 2023 Holiday Schedule with the above noted change. Michelle Damadeo seconded.

All in favor.

Motion carried.

2023 Holiday Schedule Approved.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday November 16, 2022

B. Capital Needs Planning

C. Two quotes have been received:

- Building Technology Consultants, Inc (BTC) at \$20,000. They have done many libraries.
- Kluber Architects at \$24,750.

D. Board discussed and suggested that we plan for this towards the end of the fiscal year.

14. New business

- a) Reordered above
- b) Reordered above
- c) Reordered above
- d) Affirmation of Trustee List
- e) HRA Reauthorization

Pat Graceffa motioned to approve the HRA Reauthorization at \$1,700. Allison Short seconded.

All in favor.

Motion carried.

HRA Reauthorization Approved.

- f) Items of December agenda
 - a. Ordinance
 - b. Audit

15. Closed Session

Move to Closed Session

Vivian Santos-Buch motioned to move to closed session at 8:59pm. Allison Short seconded.

All in favor.

Motion carried.

16. Return to Open Session

Open Session resumed at 9:07pm. All have returned, no action taken.

17. Approval of release of closed session minutes

Glenda Peck motioned to approve the release closed meeting minutes for 03/23/2022. Allison Short seconded.

All in favor.

Motion carried.

18. Adjournment

Michelle Damadeo motioned to adjourn the meeting at 9:09pm. Allison Short seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.