

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees

Regular Board Meeting Minutes: Wednesday, December 13, 2023

1. Call to Order

President Ryan Ivemeyer called the meeting to order 6:32 pm

2. Board of Trustee Roll Call

Present: Jessica Fese, Glenda Peck, Ryan Ivemeyer, Adrien Aaron, Marisa Richards, Allison Short

Absent: Michelle Damadeo

Genna Mickey, Library Director

3. Public Comment

None

4. Consent Agenda

a. Regular Board Meeting minutes: 11-15-23

b. November 2023 Expenditures: \$103,299.51

c. Authorize Final Bond Payment of \$827,225 paid just prior to due date of 2/1/2024 via ACH

d. Annual Treasurer's Report FY 2022-23

e. Authorize 2023 Per Capita Grant Application (due 1/30/24) – tabled until next month.

Motion to approve Consent Agenda a-e without authorizing 2023 Per Capita Grant Application (due 1/30/24) made by Trustee Glenda Peck and seconded by Trustee Allison Short. All in favor, motion carried.

5. Director's Report

No more SWAN app, RAILS has been working on a replacement; staff gifts will be coffee mugs with 60th anniversary logo; New survey available now for patrons; Facility/Building updates; Wintermarket updates

6. Board Representative Reports

Building and Grounds – None

Finance – Trustee Michelle Damadeo absent, but no major updates

Personnel/Policy – Paid Leave Policy Update below

Strategic Planning – 2 more focus groups, new survey is out now

7. Library Foundation Report

Great appreciation event in November, book sale going well

8. Trustee Open Comments and Discussion

None

9. Old Business

a. Paid Leave Policy Update – Policy update to incorporate the new Illinois Paid Leave for All Workers Act effective 1/1/2024 to offer paid leave for all employees. Motion to approve updated policy – Trustee Adrien Aaron motioned to approve paid leave policy, Trustee Marisa Richards seconded. All in favor, motion carried.

b. Capital Needs Assessment Contract – Authorize BTC capital asset study. Trustee Jessica Fese motioned to approve contract with BTC, Trustee Glenda Peck seconded. All in favor, motion carried.

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10. New Business

- a. TBS (Today's Business Solution) Contract for Patron Print Solution / Upgrade – Trustee Glenda Peck motioned to approve contract with negotiated payment plan, Trustee Marisa Richards seconded. All in favor, motion carried.
- b. Annual Walk-Through Review of Building –A tour of the building with Board completed.

11. Items for next month

- a. Update to Policy 220 – Intellectual Freedom Policy
- b. Authorize 2023 Per Capita Grant Application (due 1/30/24)
- c. Niche Academy Subscription
- d. Library Director Annual Review
- e. Social Media Policy Update

12. Adjournment

Adjournment was called at 08:25pm by Trustee Adrien Aaron and seconded by Trustee Glenda Peck. All in favor.