

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

Regular Board Meeting Minutes: Wednesday, March 27, 2024

1. Call to Order

President Ryan Ivemeyer called the meeting to order 6:36 pm

2. Board of Trustee Roll Call

Present: Jessica Fese, Glenda Peck, Ryan Ivemeyer, Marisa Richards, Allison Short, Michelle Damadeo

Absent: Adrian Aaron

Also Present: Genna Mickey, Library Director

3. Public Comment

None

4. Consent Agenda

- a. Regular Board Meeting Minutes 1/24/24
- b. January 2024 Expenditures - \$906,873.27 (of this, the final bond payment of \$827,225.00)
- c. February 2024 Expenditures - \$87,547.49
- d. Usage of Pay Pal for Meeting Room payment acceptance.
- e. Gas Supplier Contract
- f. Divider Panels to enclose Youth Lounge
- g. Submittal of Sugar Grove Library District Annual Certification and ILLINET report
- h. Approve Annual Financial Chronology for FY 2024-2025
- i. 2024 Holiday Closing Schedule – add Easter

Motion to approve Consent Agenda made by Trustee Marisa Richards and seconded by Trustee Michelle Damadeo. All other trustees in favor, motion carried.

5. Director's Report

Trustee trainings upcoming, outreach and meetings attended, remarks about department updates shared. Facility updates and incidents.

6. Board Representative Reports

Building and Grounds – front porch furniture may need to be purchased renting is too expensive - could be used later in the back porch area

Finance - none

Personnel/Policy – discussion on all staff compensation in closed session next month

Strategic Planning – patron survey results

7. Library Foundation Report

Next meeting April 2nd

8. Trustee Open Comments and Discussion

None

9. Old Business

None

10. New Business

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- a. Ordinance - Closing Bond Fund and Transferring Bond Fund Balance to the Special Reserve Fund. Motion to approve Ordinance 2024-03-27 made by Trustee Michelle Damadeo and seconded by Trustee Allison Short. All other trustees in favor, motion carried.
- b. IGA - Motion to approve made Intergovernmental Agreement Between Village of Sugar Grove and Sugar Grove Public Library District for Shared Space and Services subject to the addition Termination Clause by Trustee Jessica Fese and seconded by Trustee Glenda Peck. All other trustees in favor, motion carried.
- c. Spring Clean-up - Motion to approve two phase edging and mulching made by Trustee Marisa Richards and seconded by Trustee Glenda Peck. All other trustees in favor, motion carried.
- d. Riding Mower Purchase for July 1, 2024. Motion to approve purchase riding mower made by Trustee Glenda Peck and seconded by Trustee Allison Short. All other trustees in favor, motion carried.
- e. Discussion of Capital Needs Projects
 - i. Discussed library priorities and capital needs assessment.
- f. Discussion of Library Survey Results
 - i. Reviewed survey results
- g. Discussion of Library Operating Hours
 - i. Reviewed proposed operation hours schedule
- h. Discussion of Fund Balance Policy
 - i. Reviewed proposed Fund Balance Policy 750

11. Closed Session (5 ILCS 120/2(c)(1)) – for the purpose of the Director’s Annual Review

12. Motion to enter Closed Session by Trustee Jessica Fese, seconded by Glenda Peck

- a. Open session adjourned 8:23p

13. Return to Open Session

- a. Motion to return to open session 9:12p
- b. Roll call
 - i. Trustees Present: Jessica Fese, Glenda Peck, Ryan Ivemeyer, Marisa Richards, Allison Short, Michelle Damadeo
 - ii. Absent: Adrian Aaron
 - iii. Also Present: Genna Mickey, Library Director

14. Action Taken as a Result of Closed Session

- a. Motion to approve 5% raise for Library Director Genna Mickey retroactive to January 25, 2024 by Trustee Jessica Fese, seconded by Michelle Damadeo. All in favor, motion carried.

15. Items for next month

- a. Updated operating hours starting July 1
- b. Approval of draft budget
- c. Approve addition to staff positions
- d. Updated Fund Balance Policy
- e. Staff compensation updates
- f. A to Z database

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16. Adjournment

Adjournment was called at 9:14 pm by Trustee Marisa Richards and seconded by Trustee Glenda Peck. All in favor.