

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

Regular Board Meeting Minutes: Wednesday, April 24, 2024

1. Call to Order

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

2. Board of Trustee Roll Call

Present: Glenda Peck, Ryan Ivemeyer, Allison Short, Adrien Aaron

Attending Via Zoom: Michelle Damadeo

Absent: Jessica Fese, Marisa Richards

Also Present: Genna Mickey, Library Director; Heidi Lendi

Library Department Managers: Christine Edison, Hester Klinke, Derek Burhke, Anna Hayman

3. Public Comment

None

4. New Business (reordered)

- a. Derek Burhke – technical services manager
- b. Anna Hayman – circulation manager
- c. Hester Klinke – youth services manager
- d. Christine Edison – adult and teen services

5. Consent Agenda

- a. Regular Board Meeting Minutes 3/27/24 – move to next month Consent Agenda
- b. Closed Session Board Meeting Minutes 3/27/24 – move to next month Consent Agenda
- c. March 2024 Expenditures - \$68,693
- d. Cintas Five Year Inspection for 7/1/24, for \$4,059.09
- e. Better World Books Agreement

Motion to approve Consent Agenda minus items a. and b. made by Trustee Adrien Aaron and seconded by Trustee Allison Short. All other trustees in favor, motion carried.

6. Director's Report

Updates on recent meetings, incidents, facilities, and technology updates. Finances and HR reports given as well. Vending machines information shared.

7. Board Representative Reports

Building and Grounds – furniture rearranged, bought some furniture for front porch and chair covers and plants to spruce up the back porch

Finance – nothing to add

Personnel/Policy – will discuss the policies and new positions in agenda

Strategic Planning – none at this time, considering consultant

8. Library Foundation Report

Meeting held April 2nd – need to recruit more members for the foundation

9. Trustee Open Comments and Discussion

None

10. Old Business

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- a. Approval of Fund Balance Policy 750. Trustee Adrien Aaron motioned to approve Policy 750, Trustee Glenda Peck seconded. All in favor, motion carried.
- b. Discussion of Social Media Policy – discussed draft updated policy

11. New Business (continued)

- a. Policy 470 Pest Control and Response – Trustee Allison Short motioned to approve Policy 470, Trustee Glenda Peck seconded. All in favor, motion carried.
- b. 2024-2025 Budget Discussion – reviewed draft budget accounting for increased income/revenue
- c. Operating Hours Increase 26% including Friday hours for July 8, 2024 - Trustee Glenda Peck motioned to approve operating hours increase beginning July 8, 2024, Trustee Allison Short seconded. All in favor, motion carried.
- d. AtoZdatabases Subscription for July 1, 2024 - Trustee Glenda Peck motioned to approve AtoZdatabases subscription beginning July 1, 2024 for a three year term at \$1760 annually. Trustee Adrien Aaron seconded. All in favor, motion carried.
- e. Youth Services Librarian FT for July 1, 2024 - Trustee Adrien Aaron motioned to approve position for Youth Services Librarian FT beginning July 1, 2024. Trustee Glenda Peck seconded. All in favor, motion carried.
- f. Marketing & Outreach Services Librarian FT for July 1, 2024 - Trustee Adrien Aaron motioned to approve position for Youth Services Librarian FT beginning July 1, 2024. Trustee Glenda Peck seconded. All in favor, motion carried.

12. Closed Session for the purpose of staff salary budget discussion for FY 25

Trustee Adrien Aaron motioned to enter a Closed Session at 8:20p. Trustee Allison Short seconded. All in favor, meeting moved to Closed Session.

13. Return from Closed Session

Trustee Glenda Peck motioned to exit a Closed Session at 8:37p. Trustee Adrien Aaron seconded. All in favor, meeting back in session 8:38p.

14. Action Taken as a Result of Closed Session (if needed)

None

15. Items for next month

- a. Cyber Security Insurance for July 1, 2024
- b. Approval for Social Media Policy 420
- c. Regular Board Meeting Minutes 3/27/24
- d. Closed Session Board Meeting Minutes 3/27/24
- e. Closed Session Minute Review
- f. Discussion of maternity leave/paid leave

16. Adjournment

Adjournment was called at 8:42 pm by Trustee Glenda Peck and seconded by Trustee Adrien Aaron. All in favor.