

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

Regular Board Meeting Minutes: Wednesday, May 22, 2024

**1. Call to Order**

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

**2. Board of Trustee Roll Call**

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

Late Arrival: Jessica Fese arrived at 6:41p

Attending Via Zoom: Michelle Damadeo, Adrien Aaron

Absent:

Also Present: Genna Mickey, Library Director; Heidi Lendi; Christopher Kottra, BTC

Motion to allow the trustees to attend via Zoom made by Trustee Marisa Richards and seconded by Trustee Allison Short. All in favor, motion carried.

**3. Public Comment**

None

**4. BTC (Building Technology Consultants, Inc) presentation – Christopher Kottra**

Reviewed Capital Assessment Study completed, including field assessment and findings.

**5. Consent Agenda**

- a. April 2024 Expenditures \$69,508.77
- b. Updates to Policy 420 – Social Media Policy
- c. Bi-annual Closed Session Minute Review

Motion to approve Consent Agenda made with correction to Section 2 of the Social Section Media Policy 420 by Trustee Glenda Peck and seconded by Trustee Allison Short. All other trustees in favor, motion carried.

**6. Director's Report**

Meetings attended in the past month, changes to federal law regarding salary or exempt staff, note of maternity leave, IT/Webit updates, attended joint review board of the upcoming TIF

**7. Board Representative Reports**

Building and Grounds – none

Finance – meeting with Genna to go over the budget for FY 25

Personnel/Policy – advocating for considering Library Director recommendations for wages upcoming in FY 25 budget

Strategic Planning – considering consultants

**8. Library Foundation Report**

No update at this time, approved refreshments

**9. Trustee Open Comments and Discussion**

None

**10. Old Business**

- a. Regular Board Meeting Minutes 4/24/2024 - Trustee Glenda Peck motioned to approve Regular Board Meeting Minutes for 4/24/2024, Trustee Allison Short seconded. Trustees

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Jessica Fese, Michelle Damadeo, and Marisa Richards voting present. All others in favor, motion carried.

- b. Regular Board Meeting Minutes 3/27/2024 - Trustee Marisa Richards motioned to approve Regular Board Meeting Minutes for 3/27/2024, Trustee Jessica Fese seconded. Trustee Adrien Aaron voting present. All others in favor, motion carried.
- c. Closed Session Board Meeting Minutes 3/27/2024 - Trustee Jessica Fese motioned to approve the Closed Session Board Meeting Minutes for 3/27/2024, Trustee Glenda Peck seconded. All in favor, motion carried.
- d. David's Upholstery Contract - Trustee Jessica Fese motioned to approve contract with David's Upholstery for \$2,200, Trustee Michelle Damadeo seconded. All in favor, motion carried.

**11. New Business**

- a. Maternity leave/paid leave – discussed options and make edits to paid leave policy for approval in the future
- b. Kanopy database subscription – Trustee Glenda Peck motioned to approve Kanopy database subscription for \$2,400, Trustee Marisa Richards seconded. All in favor, motion carried.
- c. Employee cell phone service plan – Trustee Jessica Fese motioned to approve employee cell phone service plan with AT&T for \$125.97 per month, Trustee Allison Short seconded. All in favor, motion carried.

**12. Items for next month**

- a. Set Date for public hearing on the Tentative Budget and Appropriation Ordinance
- b. Approval of 2024-2025 Budget and Appropriations Ordinance
- c. Fiscal Year 2025 Staff Raises
- d. Mango Language Contract
- e. Tutor.com Contract
- f. Cyber Security Insurance for July 1, 2024
- g. Closed Session Minutes from 4/24/2024
- h. Cell Phone Policy
- i. Paid Leave Policy update
- j. Approval for non-resident card

**13. Adjournment**

Adjournment was called at 8:13 pm by Trustee Jessica Fese and seconded by Trustee Glenda Peck. All in favor.