

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday March 28, 2018

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:35 pm CST.

- *Present:* Pat Graceffa (*President*), Robert Bergman (*Vice President*), Vivian Santos-Buch (*Secretary*), Debbie De Boer (*Treasurer*), Joy Stokes (*Trustee*), Jane Klingberg (*Trustee*), and Bradley Knechtges (*Trustee, sworn in today*).
- *Also Present:* Genna Mickey (*Assistant Library Director*).

Public Comment

None.

Pledge of Allegiance

Oath of Office

Newly appointed *Trustee* Bradley Knechtges was sworn in by Vivian Santos-Buch (*Secretary*).

Approval of Minutes of February 28, 2018 Regular Board Meeting

Debbie DeBoer motioned to approve the minutes. Pat Graceffa seconded.

Jane Klingberg abstained as she was not present at the February meeting.

All in favor.

Motion carried.

Minutes of February 28, 2018 Regular Board Meeting approved.

Approval of Minutes of February 28, 2018 Closed Board Meeting

Joy Stokes motioned to approve the minutes and leave closed at this time. Debbie DeBoer seconded.

Jane Klingberg abstained as she was not present at the February meeting, but voted to keep them closed at this time.

All in favor.

Motion carried.

Minutes of February 28, 2018 Closed Board Meeting approved.

Correspondence

None.

Review of Financial Reports

February 2018 Expenses by Vendor Summary report.

Treasurer DeBoer pointed out a few out of the ordinary transactions:

- *AI Landscaping* (\$2,200) – for two (2) months of service. This is a flat monthly fee of \$1,100.
- *African American Publications* (\$1,396.84) – encyclopedia.
- *Correct Electric, Inc* (\$240) – unusual to have. To replace a relay, outside lights.

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- *LIMRICC Unemployment Group* (\$37.29) – quarterly unemployment payment.
- *Shoutbomb, LLC* (\$134) – texting service. Genna pointed out that this is probably the last of this expense as we are discontinuing this service with them.

Approval of the February 2018 Check Register

Vivian Santos-Buch motioned to approve the February check register in the amount of \$20,656.29. Jane Klingberg seconded.

All in favor.

Motion carried.

February 2018 Check Register approved.

Director's Report

- *Assistant Director* Genna Micket reviewed her written report for February 2018.
- Staff Development day was held on February 1st. Staff walked the whole building, including upstairs. Cintas came in and spoke about fire extinguishers. Fire Marshall spoke about the fire alarms. Police Chief came in and provided Active Shooter training. It was discovered that two of the doors (by Children's department and by the back porch) did not have alarm – more will be discussed in the *Buildings and Grounds* section.
- SWAN merger: Mary and Scott continue to attend numerous meetings. More to come. More marketing efforts to come in the next month to ensure a smooth transition. Today they came and dropped off a lot of supplies to advertise the change. Plan is to roll out next week.
- Slight decrease (9.9%) in overall circulation over last fiscal year and 16% over two years. The Per Capita grant not coming in caused a big impact as this is \$10,000 worth of books less in circulation.
- Jane Klingberg commented about the circulation reports and analytics, and trying to find a way to better capture more of the "21st century data", outside of circulation (for example, programs, classes, etc) to show more of how this is a 'vibrant library'. Improve the visual and compare the data to previous years'.
- *Tax Computation Report* came back. It was \$5,000 less than what was levied for in December.

Board Representative Reports

Building and Grounds (discussed during Director's Report)

- Genna states that the search for a contractor to complete the desk repair work continues.
- Additional roof work was completed to replace a flashing. Genna explained that *Showalter Roofing Services*, who recently completed the roof repairs, had to come back to replace a flashing. After one of the recent rains, a leak resurfaced. Originally, the contractor completed an "economical" fix (expand the downspouts) to see if that would take care of the issue. However, it did not. It was discovered that there were other issues causing the leak, and further repair was needed.

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- Door alarms installed on the two (2) doors identified during the Staff Development day. Additionally, a security camera was added outside the Children’s area, pointing towards the door.
- Back porch fence gate (by staff area) blew off during one of the recent wind storms. Looking for someone to fix.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

No report.

Friends Report

No report.

Old Business

None.

New Business

a) Affirmation of Trustee List and Terms

Everyone verified their names, addresses, titles, to corroborate that the information is accurate. Debbie DeBoer motioned to approve. Joy Stokes seconded.

All in favor.

Motion carried.

Trustee List and Terms approved.

b) Financial Chronology

Financial Chronology and letter from attorneys were reviewed. Debbie DeBoer motioned to approve. Pat Graceffa seconded.

All in favor.

Motion carried.

Financial Chronology approved.

c) Preliminary Budget Planning

First budget draft set for April 25th. Final budget planned for May.

As additional ideas to include, Debbie spoke about the Hoopla streaming service. Jane spoke about trying to figure out how to improve the reporting/analytics, as discussed above.

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d) Grant(s) Submissions

Genna explained they are currently working on two (2) grants. One is Back to Books grant by the State of Illinois. We've gotten this in the past. Genna is working on it and it has a deadline of 03/31/2018. The other one, "Painters", is for programs related to building. Only one is chosen, but we are still going to apply for it. Additional ideas presented by members of the public included grants by the electric company to switch out light bulbs to LED.

Although the agenda states "Action Required", Genna explained that no approval by the Board is needed given the amount of the grants.

Items for Next Month's Agenda

None.

Adjournment

Debbie DeBoer motioned to adjourn the meeting at 7:24 p.m. Bob Bergman seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.