

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday November 15, 2017

Call to Order and Roll Call

Vice President Pat Graceffa called the meeting to order at 6:34 pm CST.

Present: Pat Graceffa, *Vice President*; Debbie De Boer, *Treasurer*; Vivian Santos-Buch, *Secretary*; Trustees Robert Bergman, Joy Stokes, and Jane Klingberg.

Absent: Anthony Oliver, *President*

Also Present: Library Director Shannon Halikias and Assistant Director Genna Mickey

Director Shannon Halikias informed the board that *President* Anthony Oliver will be unable to attend meetings for an undetermined amount of time.

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of October 25, 2017 Regular Board Meeting

Debbie DeBoer motioned to approve the minutes. Joy Stokes seconded.

All in favor.

Motion carried.

Minutes of October 25, 2017 Regular Board Meeting approved.

Approval of Minutes of October 25, 2017 Closed Session

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

All in favor.

Motion carried.

Minutes of October 25, 2017 Closed Session approved.

Correspondence

None.

Review of Financial Reports

October 2017 Expenses by Vendor Summary Report (p. 9-10 of packet) - *Treasurer* DeBoer pointed out a few out of the norm transactions:

- *Weber & Associates CPA's, LLP* (\$8,000) – audit
- *Zabinski Consulting* (\$562.50) – accounting/financial consulting in preparation for the audit.
- *Volkman Insurance Agency* (\$7,836) – library insurance
- *MAGIC Automation Group* (\$3,416.85) – this payment is always large.

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Approval of the October 2017 Check Register

Debbie De Boer motioned to approve the October check register in the amount of \$38,950.61. Joy Stokes seconded.

All in favor.

Motion carried.

October 2017 Check Register approved.

Director's Report

- *Director* Shannon Halikias reviewed her written report for October 2017 (p. 16 - 17).
- This month's MAGIC meeting was hosted by SGPLD but was held at the Kaneville library in order to discuss the Kaneville library's future (possibility of becoming a branch of SGPLD). Kaneville has chosen to retain autonomy for the moment and will move forward with seeking to replace the currently open key positions, including Director of Library. Shannon has assisted them with posting of the position.
- The first event of the *Sugar Grove Arts and Entertainment (SGAE)* committee is scheduled for February 16, 2018 at the SGPL. It is a Friday night (library closed), and only the shared areas will be used, not the library proper. *Passages* will probably be open as well.
- RAILS Technology grant work was completed and all new computer installations have now been completed.
- Audit process is complete and it went well. Will discuss further later in the meeting.
- *Passages* grand opening and fall *Gallery 125* went well, with wonderful reception.
- Shannon attended her first *TED Talks* on Friday (one of her personal goals). She even connected with a physicist (Argon), who is open to attending a teens-focused event. Probably for the January – February 2018 timeframe.
- Fall Sugar Grove Newsletter went out.
- Circulation for the month was good, with a monthly increase.
- Three (3) quotes for concrete and sidewalk repairs have now been obtained. Estimates range from one on the high end, one on the low end, and the third somewhere in between. Shannon reviewed with the Buildings and Grounds committee and the recommendation is to go with the mid-point quote.
- Work continues in preparation for the SWAN merger. This process continues to involve a lot of work and be time consuming.
- Shannon continues to look into the Food Pantry idea we had previously talked about.
- Staff has been working on what they are calling "Sneeze packs". The objective is to create customizable bags for kids who are sick, so they do not have to come into the library. The idea is that the parent orders the bag and can be picked up through the drive-up window in the back of the library.
- Pancake breakfast fundraiser held of Saturday 10/28/17 went well. \$1,600 was raised + \$1,000 matching, for a total of \$2,600. This amount will go towards the creation of the "Local Focus" section in the Reading Room. Shannon is currently looking at shelving unit

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option. With the extra funds, Shannon would like to host a Local Authors Fest to open and promote the area. Targeting the February timeframe, after the holidays rush.

- Shannon advised the Board that she moved her vacation up to the following week, instead of December, in order to attend to a personal matter.

Board Representative Reports

Building and Grounds

No report.

Finance

No report.

Personnel/Policy

No report.

Strategic Planning

No report.

Friends Report

No report.

Old Business

None.

New Business

a) Review of the Audit

- The process went well, with no significant difficulty or mistakes.
- Shannon pointed to the letter from *Weber and Associates, CPAs* (page 21). This is their letter to inform us that all is well (with the audit).
- The next letter from *Weber* (page 23) is the signed one, meant to be the full representation letter.
- Audit has already been submitted to the Comptroller, ahead of schedule.
- Treasurer DeBoer commented that she was surprised with how much the depreciation of the building was. They discussed this further with *Weber and Associates*, who explained this is aligned with the total cost of the building, which is high in itself.

b) Review of the Per Capita Grant Requirements

- Discussed highlights of chapter 1-5 of the "Trustee Facts File", specifically the liability faced by trustees. Shannon confirmed the library has the proper insurance.
- Shannon made reference to the Safety Webinar all trustees have to complete (link sent via email) before the next meeting. We will discuss in December meeting.

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- In the Serving Our Public safety chapter, review Shannon stated that the library will focus on Safety Standards #4, 7, 9, and 11, which have been identified as key issues. This work will go towards grant requirements.

c) Staff Development Day

- Request to close an extra day (February 1st) in 2018 in order to hold this event.
- The event will focus on critical training for library staff, including *Active Shooter* and *Safety Drills*. Trustees are welcomed to attend.

Debbie DeBoer motioned to approve the Additional Day Closing for Staff Development Day. Pat Graceffa seconded.

All in favor.

Motion carried.

Additional Day Closing for Staff Development Day approved.

d) 2018 Calendar of Board Meeting Dates (page 29)

Vivian Santos-Buch motioned to approve the 2018 Calendar of Board Meeting Dates. Debbie DeBoer seconded.

All in favor.

Motion carried.

2018 Calendar of Board Meeting Dates approved.

e) 2018 Holiday Closings Dates (page 30)

Vivian Santos-Buch motioned to approve the 2018 Holiday Closings. Jane Klingberg seconded.

All in favor.

Motion carried.

2018 Holiday Closings Dates approved.

Items for Next Month's Agenda

- None

Adjournment

Motion: To adjourn the meeting at 7:23 p.m. Motion by Debbie DeBoer, seconded by Joy Stokes. Voice vote: all yes. Motion passed.