

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday February 27, 2019

Call to Order and Roll Call

President Pat Graceffa called the meeting to order at 6:30 pm CST.

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

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of January 23, 2019 Regular Board Meeting

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

Motion carried.

Minutes of January 23, 2019 Regular Board Meeting approved.

Correspondence

- \$100 donation from a patron who would like to honor a friend who recently passed.

Review of Financial Reports

Debbie reviewed the *January 2019 Expenses by Vendor Summary* report and pointed out the following transactions:

- *Illinois Library Associate (ILA)* (\$150) – annual Institutional and Director’s memberships.
- *Fairel Ann Designs* (\$1,460) – yearly membership for newsletter.
- *Oakbrook Mechanical* (\$5,040) – yearly contract which covers four annual visit, filters, and general servicing.
- *SWAN Library Service* (\$4,118) – quarterly payment.

Approval of the January 2019 Check Register

Debbie DeBoer motioned to approve the January check register in the amount of \$60,455.35. Joy Stokes seconded.

All in favor.

Motion carried.

January 2019 Check Register approved.

Director’s Report

Shannon reviewed her January Director’s Report.

- Grant coming up to further fund the *Library of Wonderful Things*. First round of orders have been placed.
- The next art exhibit coming up will be: Kaneland Harter Middle School. Reception will be held for the students and their families.
- Planning and Zoning meeting took place in January at the library (discussed in last month’s meeting). Shannon pointed out again that the library did not instigate the petition signing or other activities surrounding the proposed development in Sugar Grove.

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Regular Board Meeting Minutes: Wednesday February 27, 2019

- Statistics during the month were good. Increased traffic from the Planning and Zoning meetings/activities positively impacted the stats, including circulation and references.
- *Trustee* Brad assisted with choosing the new electricity and gas providers, resulting in slight decrease in the monthly costs.
- Budget planning is about to kick off.
- Work continues on finalizing the *Homebound Delivery* policy.

Board Representative Reports

Building and Grounds (discussed within Director's report)

- First part of the lightning retrofit project has been scheduled. Will be done on a Friday in March, while the library is closed so it won't impede with operations.
- A repair was completed on the boiler. It is pending another one.
- Work on humidifier is pending additional information on replace vs repair.
- Library sustained minor damages as a result of the recent polar vortex days: a downspout on the outside rear of the library and a minor roof leak above story time room.

Finance

No additional report.

Personnel/Policy

No additional report.

Strategic Planning

In *Old Business*.

Friends Report

No additional report.

Old Business

a) Annual Report

- Finalized annual report presented. It has been posted online.
- Recommendation that the report be presented in an upcoming Village of Sugar Grove Board meeting, which would serve as an opportunity to talk about the good work being done by the library, but also about its persistent financial challenges.

New Business

a) Resolution 2019-2-27

- Currently only Debbie DeBoer and Bill Durrenberger (no longer on the board) are the only two signers.
- Shannon recommends that three or four Trustees be on the list of authorized signers.
- Discussion about updating the list of signers every year when the list of trustees is updated, and that the list of signers be updated now to include: Board *President*, *Treasurer*, and one additional *Trustee*. This list will have to be reviewed in May, when the new Board is seated.
- Brad Knechtges and Jane Klingberg volunteered. Given Jane's more open availability during the day, Jane was added as a signer.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday February 27, 2019

Jane Klingberg motioned to update the list of signers. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Resolution 2019-2-27 approved.

b) Letter to Old Second Bank Authorizing Additional Signers on Bank Accounts

- Letter to authorize revised bank signatories with the Library Director as account administrator was reviewed.
- No action is required.

c) Kane County Riverboat Grant

- Reviewed Resolution 2019-2-27(b) to authorize the Director to complete and submit application for the grant in the amount of \$7,850, which will hopefully provide extra funds to support the *Library of Wonderful Things*.
- Rough draft of application shared with the Board. Extensive additional documentation is also required as part of the grant.
- Grant application is due on the 1st.

Brad Knechtges motioned to approve Resolution 2019-2-27 (b). Pat Graceffa seconded.

All in favor.

Motion carried.

Resolution 2019-2-27(b) approved.

d) Minimum Wage

- Discussed the recently announced Illinois minimum wage increases and the impact it will have on all libraries. It is possible the increase will result on Collection cuts.
- The roll out of the new rates will be done in phases.
- Would impact all library employees, whether they are currently below or above the new rates, as it would push the pay scale for everyone.
- Shannon will be working on estimating the cost impact this will have.
- Shannon will also be attending an upcoming workshop on the topic.

e) Metronet Proposal

- To replace current Internet provider, Mediacom. The options are for one, two, or three-years contract.
- The special Metronet is offering is only with the three-year contract, which would provide two months free.
- Discussion on choosing either the one or two years, at most, option since Metronet is still a fairly new provider in the area and reliability is still unknown.
- Further discussion will be postponed until next meeting.

Items for Next Month

- Discussion about referendum.
- Discussion on the impact the IL Minimum Wage increase will have.

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Adjournment

Debbie De Boer motioned to adjourn the meeting at 7:30 p.m. Joy Stokes seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.