**Sugar Grove Public Library District**

**Library Board of Trustees**

**September 28, 2016**

**Regular Board Meeting Minutes**

**Call to Order and Roll Call**

President Anthony Oliver called the meeting to order at 7:02 pm.

**Present:** Bill Durrenberger, Vice-President; Anthony Oliver, President; Bob Bergman, Trustee; Pat Graceffa, Secretary; Kim Ekker, Trustee; Vivian Santos-Buch, Trustee; Shannon Halikias, Director.

**Public Comment:** None

**Pledge of Allegiance**

**Approval of Minutes August 24, 2016 Regular Board Meeting – Open Session.**

Motion: To approve the minutes of the August 24, 2016 Regular Board Meeting – Open Session. Motion made by Durrenberger. Second by Ekker. Roll Call Vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes, DeBoer-yes.

**Correspondence**

None

**Review of Financial Reports**

Check register first 2 pages shortened version.

**Approval of August 2016 Check Register**

Motion: To approve the August 2016 Check Register. Motion made by Durrenberger. Second by Ekker. Roll Call Vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes, DeBoer-yes.

**Director Report**

2 Part Time Openings: Adult Asst. and Children’s Asst. Serious for library. Shannon trying to fill temporarily with experienced people who employees of our library know.

Porch Furnisher bought for $1000 from another library updating their furniture. Friends paying ½ and Modern Woodman Financial giving a matching contribution after Friends Pancake Breakfast Fundraiser on Oct. 29, 2016.

We may wish to not have a Greiter’s contract next year because no longer carrying cost of control system. The board agreed with director’s suggestion. Boiler repair quotes coming in. Precision said equipment is obsolete but it has to replace actuator- $707.00

**Board Representative Reports**

**Building & Maintenance** - Anthony is still waiting for follow-up from Cordogan & Clark on outside maintenance on masonry. Caulk has to be checked regularly. We need to setup a building schedule of things that need to be done on annual basis. Shannon will look into an actual book which suggests log setup of activities.

**Finance:** Old Second called regarding CD’s. Shannon suggested we stay liquid.

**Personnel**: Personnel Policy Manual – we have old bits and pieces but need to get updated. Vivian Santos-Bush has offered to help with process.

**Strategic Plan:** Moving along.

**Friends Report –**Pancake Breakfast on Oct. 29, 2016. Need help if any board members available?

**Old Business:**

Chamber After-Hours and Gallery 125 Opening was a great success.

Looked at updates on new web page and it is progressing very nicely. Have had problems with hackers but being taken care of by Wayne.

**New Business:**

FLSA-policy needs to be rewritten. Right now Shannon is the only one it includes but we have to watch hours of staff so we stay in compliance. Vivian Santos-Buch is familiar with policy and will help with rewriting.

SWAN Merger – next month board votes on it. Board should review material in packet.

**Items for October 2016 Agenda:**

Passing Levy

Authorizing Swan

Shannon’s Review

**Adjournment:**

***Motion***: To adjourn the meeting a 8:11 pm. Motion by Durrenberger . Second by DeBoer

Voice vote: All yes. Motion passed.