

**Sugar Grove Public Library District  
Library Board of Trustees  
March 26th, 2015  
Board Meeting Minutes**

**Call to Order and Roll Call**

President Anthony Oliver called the meeting to order at 7:00 PM

**Present:**

Robert Bergman, Trustee; Bill Durrenberger, Trustee; Louise Coffman, Treasurer; Pat Graceffa, Vice President; Melissa Flint, Secretary; Shannon Halikias, Director; Anthony Oliver, President; Art Morrical, Trustee.

**Public Comment**

Welcome back Anthony

**Pledge of Allegiance**

**Approval of the February 26 2014 Minutes – Action**

Motion to approve the minutes of the February 26, 2015 Regular Board Meetings.  
Motion by Durrenberger. Second by Coffman. Roll Call Vote: Bergman – yes.  
Durrenberger – yes. Coffman – yes. Graceffa – yes. Flint – yes. Morrical – yes. Motion  
Passed.

Abstained: Oliver

**Correspondence**

Halikias received grant award letter from the Secretary of the State to attend a conference. She will be attending the last week in May.

**Review of Financial Report**

Treasurer Coffman reports that the financial year is 2/3 through and although revenues are stagnant, the budget is on track and not over spent in major categories.

**Approval of February 2015 Check Register – Action**

Motion: To approve the February 2015 Check Register of electronic payments and checks. Motion by Durrenberger. Second by Morrical. Roll Call Vote: Bergman – yes.

Durrenberger – yes. Coffman – yes. Graceffa – yes. Flint – yes. Morrival – yes. Oliver – yes. Motion Passed.

## **Directors Report**

Recently the library switched from the office supply company Quill to Staples saving \$150 to \$200 per month. Over the past month there has been a decrease in statistical use of the library including use of meeting rooms and check outs perhaps due to the recent extreme cold. Staff think circulation is down due to the change in meeting room policy.

Halikias wants to have a dialogue with staff to brainstorm reasons for the reduction in room rental including a proposal to introduce a fee or collateral for rental room cleaning and set up and take down. The recent hold on materials has been lifted so patrons should be able to experience a wider range of selection. The circulation desk has been re-done and the clutter has been removed.

The RAILS overlay project will connect many of the consortium catalogs together. We are looking forward to standardizing circulation policy with other library's to create more options with materials.

## **Board Representative Reports**

### **Budget and Finance**

Received insurance claim for the electronic door sensor totaling \$588 and some change. A budget of the whole will be presented by Halikias at the monthly meeting

### **Building**

none

### **Grounds**

Coffman reports that the prairie areas have been successfully controlled burned along with the ornamental grasses to improve future growth. Coffman extends a thank you to Marie Johnson for her donation of the floral wreathes for the planter boxes until living flowers can be put in.

### **Bylaws**

None

### **Long range Planning**

none

### **Personnel**

none

### **Policy**

none

### **Technology**

none

### **Special**

None

### **Friends Report**

Graceffa reports that there was good press for their first meeting.

### **Old Business**

#### **Bond Refinance Summary and Financial Planning – Discussion**

Presenting is Steve Larson of Ehlers and Associates. Larson reports that we have saved 1 million dollars in interest due to the bonds sales and the library has received an A+ rating. The CPI number for the 2014 to 2015 year is .8%. For the 2016 tax season with new construction including a 60 unit senior living project worth 1 million in addition to a projected 22 million dollars' worth of new property would boost the CPI to 2%. Larson suggests consolidating funds to levy for corporate liability and social security as a line item. This is suggested for libraries to simplify bookkeeping, audits and financial statements.

Halikias asks Larson how to arrange the budget to prepare for the next year – the CPI for this year will be about 1.5% A proposed TIF to freeze property taxes standing to lose between 1.5 and 2.75 million dollars in property taxes.

Larson suggests a capitol replacement plan to show when components of the building need to be replaced in the future to bring justification for future referendum. For now it

is a large challenge to save money. Larson emphasizes that things are going well now as there is a total balance of expenditures and things will be ok if the budget can continued to be balanced.

### **Parking Lot Repair Project Update – Discussion**

Discussion to be held next month so that at least 3 solid quotes have been received for the labor and materials of repairing the parking lot.

## **New Business**

### **Financial Chronology – Action required**

Motion to approve financial chronology by Durrenberger. Second by Oliver. Roll Call Vote: Bergman – yes. Durrenberger – yes. Coffman – yes. Graceffa – yes. Flint – yes. Morrill – yes. Oliver – yes. Motion Passed.

### **Tax Allocation Update – Discussion**

Larson presented information on this issue. Coffman adds that there is no voice for library regarding corporate property taxing and this is fairly standard as we will continue to lose money as corporations challenge taxes.

### **Legal Memorandum Review – Discussion**

Halikias reports that recent legal memos clarify that the threshold for going to bid for work remains at \$20,000. The ITAP database is a database of government employees and pay however; because ITAP is not funded the libraries never received login information or details. State aid is anticipated for the program to facilitate use.

Reminder that the Open Meeting Act requires that that all meetings including closed session must stay on point for the reason of the meeting at all times. This reminder is inspired from Wabaunsee board members receiving Attorney General complaints regarding their meetings.

### **Sugar Grove Proposed TIF – Discussion**

The library's role falls in with other taxing bodies to vote if procedure was followed correctly to go forward with the TIF to the Village Trustees. The library voted no with the Fire department not only because the only blight is scattered farm houses compared to majority of the TIF which is prime real-estate. TIF legislation states that a TIF may be used if the area will not grow "but for" a TIF. Halikias felt that Sugar Grove will grow and does not fit the intent of a TIF, written for areas in poor economic state.

Additional serious concerns exist also because both the library and fire department would lose income from future commercial development for up to 23 years, the scope of this TIF is enormous. Trustees discussed the situation and consensus of opposition was reached.

It is resolved to review a letter written by Durrenberger to present at the Village meeting.

### **Adjourn**

Motion to adjourn by Durrenberger at 8:10 PM. Second by Morrival. Voice vote: all yes.

Motion Passed

Minutes respectfully submitted:

Melissa Flint