

**Sugar Grove Public Library District
Library Board of Trustees
June 26, 2014
Board Meeting Minutes**

Call to Order and Roll Call

Secretary and President Pro Tem Bill Durrenberger called the meeting to order at 6:00pm.

Present: Robert Bergman, Trustee; Art Morrival, Trustee; Carol Dolin, Director; Bill Durrenberger, Secretary and President Pro Tem; Pat Graceffa, Trustee; Louise Coffman, Treasurer.

Absent: Dan Herkes and Anthony Oliver.

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of May 22, 2014 Regular Board Meeting and April 24, 2014 Closed Session.

Motion: To approve the minutes of May 22, 2014 Regular Board Meeting. Motion by Coffman. Second by Graceffa. Roll call vote: Bergman – yes, Morrival – yes, Durrenberger – yes, Graceffa – yes, Coffman - yes. Motion passed.

Motion: To approve the minutes of April 24, 2014 Closed Session. Motion by Durrenberger. Second by Coffman. Roll call vote: Bergman – yes, Morrival – yes, Durrenberger – yes, Graceffa – yes, Coffman - yes. Motion passed.

Correspondence

No correspondence was included in the packet. Dolin reported on a home visit for a local resident who could not get to the Library. Mike and Vicki Morkert of JavaPlus are working on their five-year plan and requested information about the future of the Library with respect to the café. Dolin calculated the cost per square foot to operate the building and the café portion of that cost. This along with the Library's five-year financial plan should help with this discussion.

Review of Financial Reports

Coffman reviewed the May 2014 financial reports included in the Board Packet. At 91.7% through the fiscal year, the library has received 98.8% of anticipated revenues and the budget is 90.1% spent. The financial reports did not include bank account balances. The library closed four of its seven accounts and now has three bank accounts, two at the Illinois Funds, General and Restricted and one at Old Second for the local deposits of fines, fees, donations. The accumulated balance at Old Second is periodically transferred by check paid to the Library's Illinois Funds General Fund Account and used to pay expenses.

Approval of May 2014 Check Register

Motion: To approve the May 2014 Check Register of electronic payments and checks for \$35,671.66. Motion by Durrenberger. Second by Bergman. Roll call vote: Bergman – yes, Morrical – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Library Report

Dolin reviewed the reports included in the Board Packet, including statistics. The Library continues to be busy. Although traffic has slowed considerably since we stopped purchasing new materials, circulation is up 20-25% over last year. It looks like we will end the year slightly under budget, so we placed a few orders for Summer reading, which is off to a good start with registrations ahead of last year. Several people have asked, but we do not have a formal adult summer reading program this year. Traffic is distributed evenly over all days of the week. As anticipated, Sundays were a bit slower in May.

Some shingles are missing after recent storms and we have some new roof leaks, particularly over Circulation. An inspector was out to look at it and we are waiting for his report. A cooler in the café is faulty and the drip pan overflows regularly onto the carpet in the magazine area. Dolin tried to call Baum Sign to repair the electronic sign, but the number is disconnected. She will try some other companies to get a quote. The grounds are looking lovely with many thanks to Coffman and Graceffa and their small corps of volunteers. The copier contract is up for renewal. The public copiers have plenty of life and we now own them. We will keep one and discard the other to cut maintenance costs. The staff copier needs to be replaced. The print server is failing and needs to be replaced. Five years of software to run the PC lab and public copier were purchased in 2009. Maintaining the current system would cost about \$3,000 per year. Dolin and Lindquist investigated alternatives and found a comparable service for \$1,100 per year for the first two years and \$1,700 for years 3 and 4. The difference can be applied toward a replacement server. All Manager evaluations are finished and staff evaluations are underway.

Board Representative Reports

Building – the bearings and decals for the front sliding doors. Dolin hopes to get a grant to help pay for the relamping. We may be able to get LED lighting. The cost of the lift will likely be higher this time.

Coffman reported on the state of the grounds, which are looking lovely. Graceffa and her husband Dan got the fountain running. They would like to get the lights going as well.

Long range planning will wait until September when the Financial Plan should be finished.

Staff prepared a recommendation for a replacement server.

Motion: To approve the server option as proposed. Motion by Morrival. Second by Coffman. Roll call vote: Bergman – yes, Morrival – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Friends Report

Graceffa reported on progress in rebuilding the Friends group.

OLD BUSINESS

Building Bonds – refunding possibilities

Motion: To engage Ehlers and Associates for bond refunding and financial planning for a cost of \$19,500. Motion by Morrival. Second by Coffman. Roll call vote: Bergman – yes, Morrival – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Copiers

See library report.

Liability Insurance

Dolin requested quotes for liability insurance from LIRA and from Jeff Volkman. LIRA came in at 30% higher than our current rates. We have some claims in the past five years. Dolin recommends staying with Volkman.

Motion: To accept the quote by Volkman as proposed. Motion by Durrenberger. Second by Coffman. Roll call vote: Bergman – yes, Morrival – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Collection Development Policy

The proposed policy was developed by staff using several examples and tailored to the Sugar Grove Public Library District service population.

Motion: To accept the Collection Development Policy as proposed. Motion by Coffman. Second by Graceffa. Roll call vote: Bergman – yes, Morrival – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

NEW BUSINESS

Financial Ordinance Calendar

Recommended by the Library's attorney and prepared by Dolin

Motion: To adopt the financial Ordinance Calendar as proposed. Motion by Durrenberger. Second by Morrival. Roll call vote: Bergman – yes, Morrival – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Ordinance 2014-06-01 Ordinance Amending Budget & Appropriation Ordinance for Fiscal Year 2013-2014

Prepared by Dolin and Coffman and submitted to the Library attorney for approval. This ordinance moves funds between lines but does not increase the overall appropriation.

Motion: To adopt Ordinance 2014-06-01 Ordinance Amending Budget & Appropriation Ordinance for Fiscal Year 2013-2014 as proposed. Motion by

Durrenberger. Second by Coffman. Roll call vote: Bergman – yes, Morrical – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Ordinance 2014-06-02 – Tentative 2014-2015 Budget and Appropriation Ordinance

The amounts in each budget line set the spending limit for the coming year. This is a best scenario budget should the library receive an endowment since the anticipated property tax will never cover the appropriations.

Motion: To adopt Ordinance 2014-06-02 – Tentative 2014-2015 Budget and Appropriation Ordinance as proposed. Motion by Durrenberger. Second by Coffman. Roll call vote: Bergman – yes, Morrical – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Ordinance 2014-06-03 – Prevailing Wage Ordinance

Motion: To adopt Ordinance 2014-06-03 – Prevailing Wage Ordinance as proposed. Motion by Graceffa. Second by Morrical. Roll call vote: Morrical – yes, Bergman – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Ordinance 2014-06-04 – Ethics Ordinance

Motion: To adopt Ordinance 2014-06-04 – Ethics Ordinance as proposed. Motion by Coffman. Second by Durrenberger. Roll call vote: Morrical – yes, Bergman – yes, Durrenberger – yes, Graceffa – yes; Coffman - yes. Motion passed.

Public Hearing Date

The Public Hearing to discuss Fiscal Year 2014-2015 Tentative Budget and Appropriation Ordinance will be August 28, 2014 before the Regular Board Meeting. Dolin will send notice to the local paper and post it on the website and Library bulletin board.

Unattended Children Policy

The Library’s current policy is not adequate. Staff will develop proposed language for Board review at the August meeting.

Executive Session

None.

Agenda items for July 24, 2014 Board Meeting

Unattended Children’s Policy, Patron Behavior Policy.

Adjournment

Motion: To adjourn the meeting at 7:26 pm. Motion by Durrenberger. Second by Bergman. Voice vote: all yes. Motion passed.