

**Sugar Grove Public Library District
Library Board of Trustees
July 27, 2016
Regular Board Meeting Minutes**

Call to Order and Roll Call

President Anthony Oliver called the meeting to order at 7:08 pm.

Present: Bill Durrenberger, Secretary; Debbie De Boer, Treasurer; Kim Ekker, Trustee; Pat Graceffa, Vice President; Robert Bergman, Trustee; Anthony Oliver, President; Shannon Halikias, Director.

Public Comment

None.

Pledge of Allegiance

Approval of Minutes of June 6, 2016 Special Board Meeting – Open Session.

Trustee Bergman stated that he was not at this meeting. The minutes will be revised to delete his name from the list of trustees in attendance at this meeting in all places in the minutes where his name appears. The minutes will also be revised to correct a clerical error in the year of the meeting, changing 2015 to 2016.

Motion: To approve the minutes of the June 6, 2016 Special Board Meeting – Open Session, as amended. Motion by Graceffa. Second by Durrenberger. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

Approval of Minutes of June 6, 2016 Special Board Meeting – Closed Session.

Trustee Bergman stated that he was not at this meeting. The minutes will be revised to delete his name from the list of trustees in attendance at this meeting in all places in the minutes where his name appears. The minutes will also be revised to correct a clerical error in the year of the meeting, changing 2015 to 2016. The minutes will also be revised to correct a clerical error in the spelling of the word “five” (misspelled “give”).

Motion: To approve the minutes of the June 6, 2016 Special Board Meeting – Closed Session, as amended. Motion by Durrenberger. Second by Bergman. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

Approval of Minutes of June 22, 2016 Regular Board Meeting – Open Session.

Motion: To approve the minutes of the June 22, 2016 Regular Board Meeting – Open Session. Motion by Durrenberger. Second by De Boer. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

Approval of Minutes of June 22, 2016 Regular Board Meeting – Closed Session.

Motion: To approve the minutes of the June 22, 2016 Regular Board Meeting – Closed Session. Motion by De Boer. Second by Graceffa. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman – yes. Motion passed.

Correspondence

The library's attorney Roger Ritzman notified the library that his rate for legal services will be increased from \$195.00 per hour to \$210.00 per hour. Director Halikias commented on an article about the library in the Aurora Beacon-News.

Review of Financial Reports

Trustee De Boer commented on the new format for the check register report. Director Halikias made several comments: audit is coming soon; library received \$12,149.00 per capita grant (received in 2015/2016 fiscal year but moved to 2016/2017 fiscal year for expenditure) and \$5,000.00 gift; expected surplus of approximately \$14,000.00 for 2015/2016 fiscal year; special savings up to over \$200,000.00.

Approval of June 2016 Check Register

Motion: To approve the June 2016 Check Register. Motion by Durrenberger. Second by Bergman. Roll call vote: Bergman – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Ekker – yes. Motion passed.

Director Report

Director Halikias reviewed her written report, including the Magic/Swan merge and Prairie Cat as a possible option which she is investigating.

Board Representative Reports

Building and Grounds: Trustee Oliver reported on the masonry repair, which he believes is going very well, and reviewed the remaining work/tasks to complete the project. Director Halikias reported on the good work being done around the building by some court-ordered volunteers. Trustee Ekker commented on the unusually large number of cigarette butts on the grounds recently.

Finance: None.

Personnel/Policy: None.

Strategic Planning: Pass.

Friends Report

None.

Director Halikias stated that a \$2,800.00 donation had been made to the Friends which will come to the library in 2016/2017 fiscal year. She also mentioned the library's expected receipt of over \$7,000.00 from a Kane County Riverboat grant to be used for an after-school part-time tutor librarian and another grant being applied for to be used for programming.

OLD BUSINESS

Strategic Plan.

Director Halikias reviewed the current status of the draft strategic plan and some revisions/corrections.

Motion: To approve and adopt the goals of the Strategic Plan as currently drafted. Motion by Durrenberger. Second by Bergman. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

NEW BUSINESS

Trustee Interviews.

The board interviewed (separately) two applicants for the open trustee position – first, Jane Emily Klingberg, and, second, Vivian Santos-Buch. Each applicant was given extensive opportunity to discuss their credentials and experience, and to question the trustees and Director Halikias. The board president will notify the applicants of the board's decision by telephone after the conclusion of the board meeting.

Executive Session

Motion: To enter into Executive Session to discuss the open trustee position and the two applicants at 8:28 p.m. Motion by Durrenberger. Second by Graceffa. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

Open Session

Motion: To enter Open Session at 8:45 p.m. Motion by Durrenberger. Second by De Boer. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman – yes. Motion passed.

Trustee Appointment.

Motion: To appoint Vivian Santos-Buch to fill the open trustee position. Motion by Durrenberger. Second by Bergman. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

Appointment of Board Secretary.

President Oliver appoints Trustee Durrenberger as board secretary.

Minutes Review.

Pass to the next board meeting.

Destruction of Closed Session Audio Recordings.

Trustee Durrenberger explained the status of closed session audio recordings and presented a written list of those that are over 18 months old which had not previously been destroyed.

Motion: To destroy the audio recordings of closed sessions for October 27, 2011, November 10, 2011, December 8, 2011, January 26, 2012, February 23, 2012, February 25, 2012, March 10, 2012, March 17, 2012, April 11, 2012, April 19, 2012, September 27, 2012, November 8, 2012, April 25, 2013, June 27, 2013, July 25, 2013, April 24, 2014, August 28, 2014, September 27, 2014, September 30, 2014, and October 5, 2014. Motion by Durrenberger. Second by Bergman. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

Items for August 2016 Agenda.

New secretary and vice president, swear in new trustee, B and A hearing, estimate of revenue by source, minutes review.

There was some discussion of the library's booth and other involvement at the upcoming Corn Boil.

Executive Session

Motion: To enter into Executive Session to discuss probable or imminent litigation at 8:58 p.m. Motion by Durrenberger. Second by De Boer. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

Open Session

Motion: To enter Open Session at 9:06 p.m. Motion by Durrenberger. Second by Ekker. Roll call vote: Ekker – yes, Oliver – yes, De Boer – yes, Durrenberger – yes, Graceffa – yes, Bergman - yes. Motion passed.

Adjournment

Motion: To adjourn the meeting at 9:07 p.m. Motion by Durrenberger. Second by Graceffa. Voice vote: all yes. Motion passed.