

**Sugar Grove Public Library District
Library Board of Trustees
November 20, 2014
Board Meeting Minutes**

Call to Order and Roll Call

Secretary and President Pro Tem Bill Durrenberger called the meeting to order at 6:02pm.

Present: Bill Durrenberger, Secretary; Melissa Flint, Trustee; Pat Graceffa, Vice President; Anthony Oliver, President; Louise Coffman, Treasurer; Art Morrival, Trustee; Shannon Halikias, Director.

Pledge of Allegiance

Public Comment

None.

President's Report

None.

Secretary's Report and Approval of Minutes of September 25, 2014 and October 23, 2014 Regular Board Meeting.

Motion: To approve the minutes of September 25, 2014 and October 23, 2014 Regular Board Meetings. Motion by Coffman. Second by Graceffa. Roll call vote: Oliver – yes, Graceffa – yes, Durrenberger – yes, Coffman – yes, Morrival – yes, Flint – yes. Motion passed.

Secretary's Report and Approval of Minutes of September 27, 2014, September 30, 2014 and October 5, 2014 Special Board Meetings.

Motion: To approve the minutes of September 27, 2014, September 30, 2014 and October 5, 2014 Special Board Meetings. Motion by Durrenberger. Second by Coffman. Roll call vote: Oliver – yes, Graceffa – yes, Durrenberger – yes, Coffman – yes, Morrival – yes, Flint – yes. Motion passed.

Correspondence

The Library received a thank you note from Trustee Bob Bergman for the sympathy card we sent. Director would like a special collection in memory of his wife. A notice was received about purchase of lots at 140 S. and 160 S. Municipal Drive, the site of the new village hall. There will be upcoming construction to convert site to the new village hall. A letter was received from the independent accountant addressed to board of trustees discussing the current tiff that is in place in Sugar Grove. They expressed the opinion that everything is currently in compliance. Attendance of the tiff joint review meeting is typically attended by Director. Shannon Halikias will attend unless a board member would like to attend instead.

Review of Financial Report

Louise is in contact with the auditor and has been immersed in the finances of the Library. The bond sale closed and went off as planned. The reports will be refined for next month. Both Carol Dolin and Merrill Poloian spent time acclimating Director Shannon Halikias to QuickBooks.

Treasurer's Report

98 percent of revenues are in and posted. 41 percent of the budget has been spent, but we are 33% through the year. Some of the expenditures are annual expenditures so that accounts for the difference. Due to the current political climate, we may not get the per capita grant. We cannot spend as if we are counting on that.

Approval of October 2014 Check Register -- Action

Motion: To approve the October 2014 Check Register of electronic payments and checks for \$42,241.29. Motion by Oliver. Second by Durrenberger. Roll call vote: Oliver – yes, Graceffa – yes, Durrenberger – yes, Coffman – yes, Morrical – yes, Flint – yes. Motion passed.

Approval of Minutes of Closed Sessions August 28, 2014, September 27, 2014, September 30, 2014 and October 5, 2014 Special Board Meetings.

Motion: To approve the minutes of August 28, 2014, September 27, 2014, September 30, 2014 and October 5, 2014 Special Board Meetings. Motion by Coffman. Second by Graceffa. Roll call vote: Oliver – yes, Graceffa – yes, Durrenberger – yes, Coffman – yes, Morrical – yes, Flint – yes. Motion passed.

Release of Approved Closed Session Minutes

Motion: To retain the Approved Closed Session Minutes of Sept 27 2012, November 8, 2012, April 25, 2013, June 27, 2013, July 25, 2013, April 24, 2014, and keep them confidential. Motion by Durrenberger. Second by Coffman. Roll call vote: Oliver – yes, Graceffa – yes, Durrenberger – yes, Coffman – yes, Morrical – yes, Flint – yes. Motion passed.

Library Report

Director Shannon Halikias spent the month acclimating to the duties. She walked into the levy bond approval and managed to accomplish the 800 pages which it required. It has been filed with the Kane County Clerk. Halikias is working on acclimating to the library operations and facility, and will be meeting with managers weekly. Staff has been very positive and welcoming as of yet. The ILA public policy pressing per capita grant. Our legislative consultant is trying to get us word from the State Library about what to expect. Suggests not spending until we have the ILA grant in hand. There are rumblings of further strengthening that

tax cap limitations we are currently functioning under by tying it into the EAV more significantly. There is not a December public policy meeting due to holiday but it is a hot watch item. Our ability to take a cap task limit is tied into the cost of living.

The Library continued to show a slight increase in circulation. Last month we had both healthy circulation and program statistics. Building and grounds met with Jeff Volkman of Volkman Insurance concerning the Library's insurance needs. Had another leak in the kitchen; we are trying determine if it is from a pipe or from the roof. A meeting room door had to be repaired because the sensors were faulty and we were getting repeated alarms. Will be reworking the call list to get more local staff members that can come in.

Grounds are looking lovely; volunteers were organized by Louise. A special thank you to Louise for organizing them. New staff member Amy Beem began in the children's area. She has MLIS from the University of Pittsburgh and has experience working in smaller libraries. We will be going to hiring an adult services manager. The position will be advertising in RAILS because it is free. I am currently modifying the job description but it does not need much modification.

We received five more volunteers to help with shelving. This will help with the backlog we currently have. We have in budget to hire one shelver. Nice turnout from the press concerning new director and the bond refunding. The Elburn Herald will be coming to the meet and greet on Saturday.

Board Representative Reports

Building and Grounds

Gutters were cleaned because they were full of little plants. Louise's husband checked the planters and said we should wait until the weather is warmer in spring.

Friends Report

Will wait until next meeting to report.

OLD BUSINESS

Bond Refinancing – Final Closing Sale Report Discussion

Bond refinancing is complete. It went very smoothly. There is a need for more press stressing the savings that the refinancing brought the community.

Building Bonds refunding update

Text.

NEW BUSINESS

Five Year Financial Plan – Discussion

Will be tabled for a further date.

Approval of the Closed Minutes: August 28, 2014, September 27, 2014, September 30, 2014 and October 5, 2014.

Agenda items for December 18, 2014 Board of Trustees Meeting.

Training for Trustees; Updated Job Descriptions; Five year financial plan; joint committee on administrative rules concerning non-resident cards,

Adjournment

Motion: To adjourn the meeting at 6.48pm. Motion by Coffman. Second by Graceffa. Voice vote: all yes. Motion passed.