

## Sugar Grove Public Library District (SGPLD)

### Library Board of Trustees

Regular Board Meeting Minutes: Wednesday February 28, 2018

#### **Call to Order and Roll Call**

President Pat Graceffa called the meeting to order at 6:32 pm CST.

- *Present:* Pat Graceffa (*President*), Robert Bergman (*Vice President*), Vivian Santos-Buch (*Secretary*), Debbie De Boer (*Treasurer*), and Joy Stokes (*Trustee*).
- *Absent:* Jane Klingberg (*Trustee*).
- *Also Present:* Library Director Shannon Halikias and Assistant Library Director Genna Mickey.

#### **Public Comment**

None.

#### **Pledge of Allegiance**

#### **New Business**

Two final candidates for the Board Trustee position were invited to attend the meeting in order to interview with the rest of the Board. In deference to their schedules and as not keep them late, the decision was made to move the *Trustee Appointment* sections of the agenda (#11, 12, and 13 in the agenda) up.

##### b) Trustee Appointment –Discussion

- *Director* Shannon described the interview process.
- Four (4) candidates applied for the position. All four were invited to interview with Pat, Vivian, and Shannon on February 20 and 21, 2018.
- Each was asked the same set of 10 questions.
- After the interviews, the candidates were narrowed down to two (2) final candidates, who were then invited to tonight's meeting.

#### **Closed Session: Final Candidates Interviews**

Debbie DeBoer read Section 2 (Open Meetings), C (Exceptions), paragraph 3 of 5 ILCS 120 (Open Meetings Act).

6:36pm - Debbie DeBoer motioned to go into close session to interview the final candidates. Joy Stokes seconded.

7:50pm - At this time, Pat Graceffa motioned to end the closed session. Debbie DeBoer seconded the motion.

7:50pm - Pat Graceffa motioned to go back into open session. Joy Stokes seconded.

The discussion resumed at the beginning of the agenda with item #3.

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#### **Approval of Minutes of January 24, 2018 Regular Board Meeting**

Robert Bergman pointed out that his name had a typo. Correction noted.

Debbie DeBoer motioned to approve the minutes. Pat Graceffa seconded.

All in favor.

Motion carried.

Minutes of January 24, 2018 Regular Board Meeting approved.

#### **Correspondence**

- Shannon pointed out that there had been several verbal correspondence received.
- One was a patron upset that there was a weather related closing (due to ice). Shannon called back and left an apologetic message and placed her items again on hold.
- The other had to do with an incident with a patron who was upset about the library's snow removal process. Both the patron and A1 (landscaping/snow removal service provider) were interviewed. The matter was addressed and closed with both parties.

#### **Review of Financial Reports**

*January 2018 Expenses by Vendor Summary* report.

Treasurer DeBoer pointed out a few out of the ordinary transactions:

- BMI (\$349) is the yearly insurance fee.
- Fairel Ann Designs (\$1,460) for newsletter.
- OverDrive (\$1,695.73) yearly fee.
- Prairie Glen Subdivision (\$3,246.32) HOA yearly fee.

#### **Approval of the January 2018 Check Register**

Debbie DeBoer motioned to approve the January check register in the amount of \$32,532.01.

Vivian Santos-Buch seconded.

All in favor.

Motion carried.

January 2018 Check Register approved.

#### **Director's Report**

- *Director* Shannon Halikias reviewed her written report for January 2018.
- A lot of preparation went in last month for the February 1<sup>st</sup> Staff Development Day. It was a very successful day. We'll hear more about it in next month's report.
- Began using the drive-up window in the back of the building for pickups. Lot of marketing for this.
- Have already gotten a couple of donations via the Amazon wish list.
- The Kaneland Middle School District Art Show, geared towards 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders, is planned for 03/06/2018, 6:00 to 8:00pm.
- The first Indy Authors Fest has been announced for 09/22/2018.
- Shannon attended the MAGIC meeting this morning in Wheaton. More communication for patrons will start coming out soon. The go live date is scheduled for: 05/01/2018.

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- Circulation went down, possibly due to the additional holiday closings and weather related closings. Good numbers in digital contents and digital usage.
- *Assistant Director* Genna also spoke about the new Roku devices with Netflix service. We have three devices right now, plus a fourth one with a hotspot. We will also be adding several internet hotspot devices, five are planned.

### **Board Representative Reports**

#### **Building and Grounds** (discussed during Director's Report)

- Shannon has taken measurements for the desk. She has already gotten quote on repair. Want to get a quote on replacing it.
- Also have to do Café work as requested by the Kane County Health Department.

#### **Finance**

- Debbie asked if the recent Sugar Grove Arts and Entertainment (SGAE) music event expense of \$300 was going to be the only cost for this year. Shannon stated that probably yes, for this fiscal year. No planning yet for next year's events.

#### **Personnel/Policy**

No report.

#### **Strategic Planning**

No report.

#### **Friends Report**

No report.

#### **Old Business**

None.

#### **New Business**

##### a) **Preliminary Budget Planning**

- Financial chronology coming out next month.
- Probably see first draft of the budget in April before it is presented in May.
- Consumer Price Index (CPI) memo enclosed in package. The CPI to be used is: 2.1%, which is fairly modest.
- The next big project from the checklist (repairs/improvements) is: lightning.

#### **Trustee Appointment**

One more straw poll was done.

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Vivian motioned to choose Jessica Fese as Trustee for the current vacancy. Pat Graceffa seconded.

- One (1) - Yay
- Four (4) - Nay

Vivian motioned to choose Bradley Michael Knechtges as Trustee for the current vacancy. Pat Graceffa seconded.

- Four (4) – Yay
- One (1) - Nay

Debbie DeBoer motioned to approve the appointment of Bradley Michael Knechtges as *Trustee of the Board*. Pat Graceffa seconded.

All in favor.

Motion carried.

Bradley Michael Knechtges appointment as *Trustee of the Board* approved.

**Items for Next Month's Agenda**

- More update on the MAGIC merger.
- More budget discussion.
- Passing of the financial chronology.

**Adjournment**

Pat Graceffa motioned to adjourn the meeting at 8:35 p.m. Vivian Santos-Buch seconded.

Voice vote: all yes.

Motion passed.