

**Sugar Grove Public Library District  
Library Board of Trustees  
Wednesday, November 16, 2016  
Regular Board Meeting Minutes**

**Call to Order and Roll Call**

President Anthony Oliver called the meeting to order at 7:01 pm.

**Present:** Bill Durrenberger, Vice-President; Anthony Oliver, Debbie Deboer, Treasurer; Bob Bergman, Trustee; Pat Graceffa, Secretary; Kim Ekker, Trustee; Vivian Santos-Buch, Trustee; Shannon Halikias, Director.

**Public Comment:** None

**Pledge of Allegiance**

**Approval of Minutes August 24, 2016 Regular Board Meeting – Open Session.**

Minutes were not approved as they were not received from the secretary

**Correspondence**

2 Complimentary notes on excellence of staff. Library board agreed

Phone message and Facebook complaint (same person) on election signs placed in front of library. Shannon checked election laws and as long as they are 100 feet from polling place they are allowed.

Historical society placed a piece in the exhibit about "Injun Summer". Patron complained. Shannon returned her call but she did not return Shannon's call. Shannon will speak to the Historical Society about giving more information about sensitive pieces.

**Review of Financial Reports**

Check Register 1 page shortened version. Debbie met with auditor. Two comments from auditors. Categorization and book sale cash. They want to see it recorded under income and as a donation from the Friends and Pat Graceffa said she can pick up cash every month, deposit and write check to the library.

Bill had question on grant for online national tutoring database subscription Brainfuse Online. Some concern from Anthony about tutors using but Shannon explained it is available to everyone.

Jeff Volkman is trying to see if he can get additional coverage on broken glass in Quiet Reading area.

**Approval of October 2016 Check Register**

Motion: To approve the August 2016 Check Register. Motion made by Durrenberger. Second by Graceffa.  
Roll Call Vote: Durrenberger – yes, Oliver – yes, Bergman – yes, Santos-Buch – yes, Ekker – yes, Graceffa – yes, DeBoer-yes.

**Director Report**

Corn Boil fund raising check received for \$750

Friends Pancake Breakfast Fundraiser on Oct. 29, 2016. Very successful

Sugar Grove Community Newsletter. Library included.

Holiday in the Grove. Dec. 3 Community Appreciation for police and fire Dec. 10 (Board invited to both)

Soft launch of new website soon. Wi-Fi needs to be replaced in stages. Must be upgraded. Just very old.

### **Board Representative Reports**

**Building & Maintenance** -. Anthony did send letter last month to Cordogan & Clark. We need to caulk every two years if this is not corrected. Kim Ekker said Cordongan & Clark has done a great job responding to our library. Bill is concerned if job is going to work as it should and not fall apart in a year or two. Anthony said metal angle would extend time between caulking. Anthony will talk to Eric again about the angle.

Shannon checking on gutter extensions to take water away from the building.

**Finance:** Audit discussed below.

**Personnel:** Vivian and Shannon will work on travel reimbursement for next meeting.

**Strategic Plan:** None

**Friends Report** –Pancake Breakfast on Oct. 29, 2016 was very successful. Paid for porch furniture and made additional money too.

### **Old Business:**

Gallery 125 still continued success. Has another show scheduled for Feb. 2017

### **New Business:**

Audit - TWO NOTES from Shannon. Shannon will request auditor to come to next year's meeting.

You can see that our net position increased. That is good. Per capita not spent until we received check from state. Page 8 Synopsis's of our funds. Has to be a balance. Cushion is okay.

Expenditures were running under what we budgeted. Shannon will reevaluate and may suggest we keep part time position on the staff.

Collection and staff possibly increased next year if possible. Page 12 net position and subtotal of where we are. Skip to page 29 Revenues came in slightly under. Donations primarily.

Page 31 net fund balance actual is \$66,000 but Shannon thinks with her numbers about \$20,000. Director and staff did a great job and board agreed.

### **Items for December 2016 Agenda:**

Travel Expense Policy. Board action if staff exceeds what is set in policy.

Policy must go into effect in January on policy (poplar creek) standardization cost. Shannon uses Meals government standards for city.

### **Adjournment:**

**Motion:** To adjourn the meeting at 8:05 pm. Motion by Durrenberger . Second by DeBoer

Voice vote: All yes. Motion passed.