

**Sugar Grove Public Library District
Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday August 23rd, 2017

Call to Order and Roll Call

Vice President Pat Graceffa called the meeting to order at 6:39 pm CST.

Present: Pat Graceffa, *Vice President*; Vivian Santos-Buch, *Secretary*; Debbie De Boer, *Treasurer*; Trustees Robert Bergman, Joy Stokes, and Jane Klingberg.

Absent: Anthony Oliver, *President*

Also Present: *Library Director* Shannon Halikias and *Assistant Director* Genna Mickey, in addition to three (3) members of the public.

Pledge of Allegiance

Public Comment

None.

Approval of Minutes of July 26th, 2017 Regular Board Meeting

Debbie De Boer motioned to approve the minutes. Robert Bergman seconded.

All in favor.

Motion carried.

Minutes of July 26th, 2017 Board Meeting approved.

Correspondence

None.

Review of Financial Reports

July 2017 Transaction Detail Report (p. 7 of packet)

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

- *US Bank* for \$71,475.00 – Bond payment.
- *Reaching Across Illinois Library System (RAILS)* for \$7,210.00 – yearly database.

Director Halikias also pointed out the following:

- Electric bill: for at least two months, there will be two separate electricity charges: one for the energy supplier and one for the carrier charges (ComEd). This will resolve in a couple of months and going forward, hybrid together in one bill.

Approval of the July 2017 Check Register

Vivian Santos-Buch motioned to approve the 2017 Check Register. Joy Stokes seconded.

All in favor.

Motion carried.

July 2017 Check Register approved.

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Director's Report

- *Director* Halikias reviewed her written report (p. 13-14).
- Director was out on vacation for two weeks in July.
- Staff did a great job volunteering at the Sugar Grove Corn Boil. Good reception at the library booth.
- *Per Capita Grant* checks have not yet been received.
- *Riverboat grant* check was received.
- Have not received window insurance. Have sent a couple of different requests.
- Focus of the month was: preparation for the audit.

Board Representative Reports

Building and Grounds

See new business.

Finance

Director Halikias shared a copy of the fiscal year *July 2016 through June 2017 Profit & Loss* report. Estimate is about \$5,000 under budget. Once the fiscal year is closed, books will migrate to new QuickBooks. Auditors coming in on 08/28/17. Director Halikias once again pointed out the payroll budget being higher since there was an additional pay period in this fiscal year. Once the auditor finalizes the number, Director would like to transfer the gain into savings.

Personnel/Policy

No report.

Strategic Planning

No report.

Friends Report

No report.

Old Business

a) Café Space Presentation.

- Bob Coffey presentation (page 18).
- Mr. Coffey has presented a proposal for a coffee and tea service in the library, both produced locally. Offerings would also include sandwiches, wraps, salads, and other local baked pastries.
- Mr. Coffey spoke about his education, extensive background, professional experience, his retail experience, his current retail endeavor, and his proposal for the library space. He also presented to the board, pictures of the coffee and tea he would serve, some of the pastries and sweets prepared by local vendors whom he has professional experiences with, and other products such as glass vases and jewelry. His idea for these items is to display in the space's display cases for sale.

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- In terms of hours, he would like to mirror the library hours.
- Once Mr. Coffey stepped out of the room, the board shared their opinions (while still in open session). Director Halikias spoke about her initial conversations with him and states she is very pleased with his proposal and experience. Director Halikias has shared with Mr. Coffey some of the learnings from the previous two vendors.
- All members of the board are in agreement with offering a one-year lease at \$150/month plus phone line (if required). Proposed that he has a ribbon cutting during the November 1st, 2017 Art Gallery event.
- There is no name for the business yet.

Joy Stokes motioned to approve Bob Coffey's proposal for the Café space. Debbie DeBoer seconded.

All in favor.

Motion carried.

b) Roof Leak and Gutter Repair

Director put request for proposals out again and called five more companies. Two more came out, for a total of four companies that have come out so far. One did not respond with a proposal.

Showalter Roofing Service, Inc. completed a thorough assessment and submitted a proposal (page 19 - 43). They propose:

- Having the gutters professionally cleaned and to do so on an ongoing basis (put on the rotation of repairs).
- Re-pitch gutters, add extra secure beams.
- Add new downspouts to existing gutter by patio area.
- Resealing all the gutters.
- Remove and replace the improperly installed flashing on the pipe, which has been the cause of the leak in the meeting room (page 33).
- Fabricate and install metal caps to openings in metal studs by the entrance. A member of the public suggested an alternative to their proposal. Director Halikias opined that this was outside the scope of their proposal but that she would present to Showalter Roofing. She asked the board if she would have latitude to increase the expense, should they accept the proposed adjustment. Board agreed that Director Halikias could go up to \$10,000 (current price: \$7,975).

Vivian motioned to approve the *Roof Leak and Gutter Repair proposal by Showalter Roofing Service, Inc.* with stipulation of up to \$10,000. Jane Klingberg seconded.

All in favor.

Motion carried.

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New Business

a) Illinois Public Library Annual Report (IPLAR) (page 44-64)

- This reports adds up what the library has done in the fiscal year.
- This helps the State understand the needs of the library and allocate funds and grants accordingly.
- Some of the financials on the report will also come through in the annual Audit report.
- Visits, circulation, and reference transactions are all up.
- All the key statistics included in this report will be pulled out and put in a flyer for the public.
- Board has to acknowledge that they have seen the report.

Pat Graceffa motioned to accept the *IPLAR*, with noted changes (minor changes such as times of meetings, Anthony Oliver's term dates, and Joy Stoke's zip code). Vivian Santos-Buch seconded.

All in favor.

Motion carried.

b) Budget and Appropriation Ordinance Public Hearing

No public comments

c) Budget and Appropriation Ordinance Adoption

Director Halikias reviewed a couple of terms: *Budget* is amount the library actually has to spend while the *Appropriation* is what the library has legal authority to spend. It controls spending.

Pat Graceffa motioned to adopt *Ordinance 2017-08-23 (Budget and Appropriation)*. Debbie DeBoer seconded.

All in favor.

Motion carried.

d) Estimate of Revenue by Source (page 69)

Board certifies that this is the best estimate of revenues by source.

Pat Graceffa motioned to adopt the *Estimate of Revenue by Source*. Debbie DeBoer seconded.

All in favor.

Motion carried.

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e) Resolution of Estimate of Funds Needed

Board certifies that this is the best estimate of funds needed.

Pat Graceffa motioned to adopt the *Resolution of Estimate of Funds Needed*. Jane Klingberg seconded.

All in favor.

Motion carried.

Items for Next Month's Agenda

- Follow up on roof.
- Update on Café.
- FSA proposal.

Adjournment

Motion: Motion by Vivian to adjourn the meeting at 8:26 p.m. Seconded by Debbie.

Voice vote: all yes.

Motion passed.