

Sugar Grove Public Library District
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday June 28th, 2017

Call to Order and Roll Call

President Anthony Oliver called the meeting to order at 6:42 pm CST.

Present: Anthony Oliver, *President*, Pat Graceffa, *Vice President*; Vivian Santos-Buch, *Secretary*; Robert Bergman, Joy Stokes, and Jane Klingberg, *Trustees*.

Absent: Debbie De Boer, Treasurer

Also Present: Library Director Shannon Halikias and Assistant Director Genna Mickey

Public Comment

None.

Approval of Minutes of May 24th, 2017 Board Meeting

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.

All in favor.

Motion carried.

Minutes of May 24th, 2017 Board Meeting approved as amended.

Correspondence

None.

Review of Financial Reports

In the absence of Treasurer De Boer, Director Halikias provided the following highlights on the financial reports:

May 2017 Check Register (p. 7):

- There was an additional \$300 for A1 unpaid from February 2016. Reconciliation done.
- Kane County Treasurer (taxes)
- Fairel Ann Design (newsletter)
- The library has updated to online QuickBooks which would provide real time information (actual budget next to actual expenditures), and will be more useful to the board. This change will be effective with the start of the next fiscal year (July 1st).
- Check register: \$15,822.79

May 2017 Profit and Loss (p. 8):

- As of right now (end of June), the Projected Revenue in the Budget was: \$1,313,990. We are tracking at: \$1,317,052 (slight increase).

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- Director Halikias is working on redoing the Riverboat grant proposal. She's already done it twice, but has been asked for additional changes.
- Also waiting to get the insurance check for the interior window (by reading room) repair (about \$1,000).

Budget:

- As it stands, it looks like we are a little over budget. However, this is due to the final payroll cycle of the fiscal year, which overlaps with the next year. When the auditor comes to review all finances, she will split the last pay period: one week will fall in the current fiscal year, and the second week will fall in next year.

Trustee Klingberg asked a few questions about the *May 2017 Check Register*, to which Director Halikias provided guidance:

- *Midwest Tape* – for DVDs and audio materials
- *Mary Clapp* - Technical Services Manager
- *Batavia Public Library* – this charge is related to the inter-library agreement with Batavia and is due to a patron not returning material borrowed from Batavia Library, through Sugar Grove Library. Our library pays the fees, and will then try to recuperate the amount from the patron.

Approval of the May 2017 Check Register

Motion was passed to accept the *May 2017 Check Register*.

All in favor.

Motion carried.

May 2017 Check Register approved.

Pledge of Allegiance

The Pledge of Allegiance was inadvertently skipped at the beginning of the meeting, as per the agenda.

Director's Report

- Director Halikias reviewed her written report (p. 15).
- She reminded all new trustees to complete the Open Meeting Act (OMA) and Freedom of Information Act (FOIA) training, and encouraged all trustees to complete on a yearly basis as review.
- Spoke about the informational session held with (3) new trustees on May 31st, 2017. All three participants (Trustees Klingberg, Santos-Buch, and Stokes) agreed that it was a very informative session.
- Incident this month with the on-duty Kane County Sheriff officer who came into the library wearing a weapon. The officer was not in uniform and had no visible identification. The staff immediately reached out to police, who arrived shortly

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thereafter. It was discovered that the officer was a School Resources Officer and was there to proctor a test. The Illinois Concealed Carry law allows officers to carry their weapon into the library but they have to be visibly identified as officers, dressed and badge. Director Halikias has discussed with Kane County Sherriff's office and the Sugar Grove police. They were both apologetic and will address the matter with the officer. Halikias requested that in the future, officers check-in at the front desk.

- Circulation: slightly down from last year, but a 39.8% increase over the last two (2) years.
- Summer Reading Program: There is a slight decrease in participation this year. It is believed that this could be a result of not visiting local schools to promote the program. This was due to the Youth Manager Aimee going out on maternity.
- Healthy usage of the References and Social Media sections.
- A few Wi-Fi changes/upgrades have been made and the library now has two (2) Wi-Fi options. New line is called: LibraryPlus, and can handle newer devices better. The library had been struggling with reliable Wi-Fi service, so Mediacom came in and put a new router and diagnose the issues. Mediacom is currently the only available provider in the area.
- A Mac (Apple) computer was added in the computer lab. This will help patrons who need to learn how to use Apple devices. Assistant Director Jenna Mickey added that they are all very excited about this addition.
- Two (2) new Barnes and Noble NOOK Tablets were donated to the library by a Village of Sugar Grove Trustee. The library already had five (5) Amazon Kindles.

Board Representative Reports

Building and Grounds

Trustee Pat Graceffa reported that *Friends of the Library* and volunteers planted the donated flowers. These also included hostas which were planted in the large planters by the entrance. Pat asked Director Halikias if she could take a picture of the end result and send to her, so that she could forward to the organization who donated the plants. President Oliver asked if, in addition to a thank you letter, we could give them some promotion. Director Halikias presented some free publicity suggestions, including Facebook page mention and a basket. Pat explained that at this time, the Company rather remained anonymous.

Pat also asked Shannon about the Pancake breakfast and if we were planning on doing it again this year. Shannon confirmed that they would like to repeat it this year. Several Board members talked about the success of last year's first event.

Finally, President Oliver asked about the repairs to the leak in the meeting room. Director Shannon confirmed that there hasn't been any additional leak (given that there have been no other large rain events this summer). Shannon explained that three (3) contractors have already looked at the problem. She already received proposal from one (1) of them, and is

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waiting for the other two (2). Nevertheless, they all knew that nothing would be done until after July 1st, when the new fiscal year started.

Finance

- This is the end of our fiscal year.
- Audit coming up in the next months. It is currently scheduled for the end of August.

Personnel/Policy

No report.

Strategic Planning

Passed. See under *New Business*.

Friends Report

Friends of the Library report already presented in the *Building and Grounds* report.

Old Business

None.

New Business

- a) Prevailing Wage Ordinance No. 17-6/28 (pages 20-22)
Annual requirement by Illinois Department of Labor (DOL). Dictates minimum wages by type of project.

All in favor.

Motion carried.

Prevailing Wage Ordinance No. 17-6/28 approved.

- b) Budget and Appropriation Ordinance 17-8/23 (pages 23-25)
This is a tentative draft, it is part of the process, and it is drafted from the working budget. Only need to approve the hearing and anticipated adoption date tentatively set for 08/23/2017.
Correction made from minutes to reflect Ordinance No. as: 17-8/23.
Motion to set the date as: 08/23/2017.

All in favor.

Motion carried.

Budget and Appropriation Ordinance No. 17-8/23 approved.

- c) Secretary's records review – Board representative(s) appointment
This is a requirement for the Per Capita Grant. The chosen representative has to look through a binder containing all board meeting agendas and minutes and ensure all records

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are there. Trustee Joy Stokes volunteered. Director Halikias pointed out that a benefit of having a new Trustee complete this task is that it can serve as a learning opportunity.

All in favor.
Motion carried.

Board Representative Appointment for Records Review approved.

d) Closed Sessions Minute Review

President Oliver explained the purpose of the review and Director Halikias pointed out that the Board can vote to open the minutes or keep them closed. This needs to be done every six (6) months (step 1). Review of audio recordings about once a year (step 2). Jeanne motioned to keep all minutes closed at this time. Reason: there is confidential/sensitive information in these minutes and the dates are fairly recent. Motion to keep all minutes closed at this time.

All in favor.
Motion carried.

Closed Sessions Minute Review approved.

e) Modest Coffee Café

Shannon explained that this was purely a business decision for them. They were not making enough money in the Café and want to focus on their other operations, which are in fact generating revenue. Their lease is up, and they are choosing to not renew.

Additionally, two new nearby coffee shops have recently open: Dunking Donuts and Starbucks (inside Jewel).

This is the fourth café that has gone through the library. Batavia library café, which is very busy, serves as a model, and this is the first year that they have generated profits.

Ideas presented so far:

- Another vendor – put out for proposals.
- Upscale vending (ex. sandwiches, ice cream, etc)
- Coop-programs/partnerships
- Makers Lab – but
- Farmers Market

Some of the main concerns with most of these ideas:

- Cost
- Staffing
- Competition

Discussed matter and the consensus for next step is to: write request for proposals whilst continuing to research the other options.

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f) Strategic Plan Review (pages 28-30)

- This is a four (4) years plan, and we're about on the eight (8) months' mark.
- Most progress in goal #1 (*Enhancement of Library Programming, resources and services*).
- There's also been progress with goal #2 (*Foster positive community relations through awareness and partnership*). Home delivery planned for the fall.
- Trustee Klingberg offered her assistance with digital literacy (Goal 1.A.1).

Items for Next Month's Agenda

None presented.

Adjournment

Motion to adjourn the meeting.

All in favor.

Motion carried.

Minutes submitted by: *Secretary Vivian Santos-Buch*