

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday February 22, 2023

1. Call to Order

President Ryan Ivemeyer called the meeting to order at 6:33 pm CST.

2. Board of Trustee Roll Call

- *Present:* Ryan Ivemeyer (*President*), Vivian Santos-Buch (*Secretary*), Allison Short (*Trustee*), Glenda Peck (*Trustee*), Bill Durrenberger (*Trustee*), and Michelle Damadeo (*Treasurer*)
- *Absent:* Pat Graceffa (*Vice President*)
- *Also Present:* Genna Mickey (*Library Director*)

3. Public Comment

- No comment.
 - A. Pledge of Allegiance

4. Approval of Meeting Minutes

- A. January 25, 2023 Regular Meeting Minutes
- B. January 25, 2023 Closed Meeting Minutes
- C. November 16, 2022 Closed Meeting Minutes

Vivian Santos-Buch asked if item #14 in the January 25, 2023 meeting minutes should include the effective date of the salary increase for the Library Director. The Board agreed to notate in this month's minute that the salary increase became effective on the pay period immediately following the January 25th meeting.

Allison Short motioned to approve the regular meeting minutes for January 25, 2023 and the closed meeting minutes for January 25, 2023 and November 16, 2022. Bill Durrenberger seconded.

All in favor.

Motion carried.

All three sets of Board Meeting Minutes Approved.

5. Correspondence

- None.

6. Review of Financial Reports

Genna Mickey reviewed the Expenses by Vendor Summary:

- A couple of Equipment Maintenance – repair of men's room faucet; additionally, the boiler broke on Monday.
- *Precision Control Systems of Chicago, Inc* (\$1,550) – for diagnostic work performed by HVAC technician.

7. Approval of the January 2023 Check Register

Michelle Damadeo motioned to approve the January check register in the amount of \$ 67,812.50.

Glenda Peck seconded.

All in favor.

Motion carried.

January 2023 Check Register Approved.

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8. Director's Report

Genna Mickey reviewed her Director's Report.

- Genna shared a "One Day" wish list that has been compiled from ideas of things the staff would like to "one day" do, but that haven't been possible so far.
- Alarm system equipment has not been properly maintained through the years due to budget constraints. Technician had to come out to update the keypad. Because the equipment is so outdated, he needs to find a solution. Genna will follow up to find out resolution.
- Statistics were slightly down, which is comparable to previous Januarys.
- Envisionware Self-check machines are now in use.
- Cardholder registration increased from December to January. 44.3% of the district is library cardholders, which is slightly above the average.
- Meeting with the Sugar Grove Historical Society. They would like to purchase one of the library's unused display cases.
- Teens department: A few very successful and are well attended teen programs recently.
- Kids department: Successful Read to Rover program, including a lot of press coverage as well.
- Youth and Adult departments have been working on this year's Summer Program preparations.
- Staffing: reorganized a little bit to focus the limited staff on the main desk. If needed, that staff member will direct the patron or walk over to the appropriate area to assist.
- Two Circulation Assistants have recently started.

9. Board Representative Reports

A. Building and Grounds

- Boiler repair issue – agenda item below.

B. Finance

- Researching different accounting options.

C. Personnel/Policy

- Discussion about the handbook. Vivian will continue to work on a revised and revamped handbook and review current policies to determine if any need updating or creating.

D. Strategic Planning

- None

E. Referendum Readiness

- Marketing material in the library lobby. Next community meeting on March 2nd, 2023.
- YES committee Facebook page is active.

10. Friends and Foundation Reports

- None.

11. Trustee Open Comments and Discussion

- COVID Emergency Order ends in May and remote (Zoom) participation will no longer be allowed. This is dictated by the Open Meetings Act. Genna will look into this further to confirm.

12. New Business

A. Repair of Boiler Modulating Gas Valve.

- The boiler required a critical replacement part at an estimate of: \$5,622. The invoice has not yet been received.

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Bill Durrenberger motioned to approve the expense to repair the boiler. Michelle Damadeo seconded.
All in favor.
Motion carried.

Boiler Repair Expense Approved.

B. Non-Resident Library Cards

- According to Illinois Library Laws and Rules, every year the Board must vote on whether or not the library will offer nonresident cards to Big Rock residents.
- “Nonresidents” are individuals who are not serviced and therefore not taxed by a library.
- Neighboring Big Rock residents are considered nonresidents as it is an unserved area.
- If the unserved area touches the library district, the library has the option to offer nonresident cards or establish an intergovernmental agreement.
- Historically, there has been an agreement with the Hinkley Public Library District that the Sugar Grove Library would not offer non-resident cards to these residents and the SGPL Board has voted accordingly. Last vote by the SGPLD Board was May 2022.
- However, there is a group of Big Rock residents, who live closer to Sugar Grove than to Hinkley, that have been very interested in purchasing nonresident cards from SGPLD.
- There are several fee method calculation options for these nonresident cards.
- The next vote on this topic will be May 2023.
- The Board will consider its options before this next vote to determine if it will approve nonresident cards and which fee method will be selected.

13. Items for March Agenda

- Chronology for Annual Financial Ordinances
- Employee handbook and associated policies

14. Adjournment

Glenda Peck motioned to adjourn the meeting at 7:46pm. Michelle Damadeo seconded.
Voice vote: all yes.
Motion passed. Meeting adjourned.