

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

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

3. Public Comment

- No comment.
 - A. Pledge of Allegiance

4. Approval of Meeting Minutes

- A. February 22, 2023 Regular Meeting Minutes

Michelle Damadeo motioned to approve the regular meeting minutes for February 22, 2023. Allison Short seconded.

Pat Graceffa abstained.

All in favor.

Motion carried.

February 22, 2023 Board Meeting Minutes Approved.

5. Correspondence

- Received a notice about the Parkway trees with a few tree type options and cost. Genna will get more information.

6. Review of Financial Reports

Genna Mickey reviewed the Expenses by Vendor Summary:

- *A1 Landscaping* (\$3,000) – includes two monthly bills
- *Beacon News* (\$208.00) – half a year newspaper subscription
- *Cardmemer Service* (\$1,290.23) – monthly zoom membership, newsletter, Netflix
- *Demco* (\$260.91) – book binding supplies
- *Midwest Tae Hoopla* (\$708.31) – ebooks for patrons. Service is based based on each ebook borrow, so the cost fluctuates per month.
- *Sugar Grove Chamber of Commerce* (\$325.00) – annual membership

A couple of vendors recently increased their prices including:

- Payroll provider – less than \$10/mos
- Pest control - less than \$10/mos

7. Approval of the February 2023 Check Register

Bill Durrenberger motioned to approve the February check register in the amount of \$50,606.86.

Michelle Damadeo seconded.

All in favor.

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Motion carried.

February 2023 Check Register Approved.

8. Director's Report

Genna Mickey reviewed her Director's Report.

- Genna shared dates for upcoming Library Trustees Forum Workshops.
- Board Governance guidance documents shared as refresher.
- Price for bird mitigation service has gone up since the initial estimate was made.
- Library visits went back up from January, which is typical, and are also up from last year, yet circulation was 3% lower than last year.
- Strong program participation in February.
- Social media reach (Facebook and Instagram) are also strong.

9. Board Representative Reports

A. Building and Grounds

- Moving forward with bird mitigation project.

B. Finance

- None.

C. Personnel/Policy

- Vivian Santos-Buch reviewed the draft of the Employee Handbook.

D. Strategic Planning

- None

E. Referendum Readiness

- Early voting has started.
- Lawn signs are going up.
- Postcards went out yesterday.

10. Friends and Foundation Reports

- None.

11. Trustee Open Comments and Discussion

- None

12. Old Business

A. ELEET Pest Elimination Service: Bird Mitigation Project in Front Entryway

- Price has gone up to \$7,956 since the initial estimate was made. This price includes a 10% municipal discount.

Bill Durrenberger motioned to approve the ELEET Pest Elimination quote. Michelle Damadeo seconded. Pat Graceffa voted no and asked that it be stipulated in the minutes that as of this meeting, we don't know the outcome of the election.

Five votes yes, One vote no.

Motion carried.

ELEET Pest Elimination Quote Approved.

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13. **New Business**

- A. Chronology for Annual Financial Ordinances.
- Genna Mickey reviewed the 2023-2024 Fiscal Year Budget and Levy Calendar
 - Correction noted to June date (from June 21, 2023 to June 28, 2023)

Pat Graceffa motioned to approve the expense to approve the Annual Financial Ordinances Chronology. Bill Durrenberger seconded.

All in favor.

Motion carried.

Chronology for Annual Financial Ordinances Approved.

- B. Public Act 102-1088: Decennial Committees on Local Government Efficiency Act
- In response to the Decennial Committees on Local Government Efficiency Act signed into law June 10, 2022 by Governor Pritzker.
 - The library is required to form a committee to study local efficiencies.
 - Three (3) meetings have to be held over a decade with first meeting no later than June 10, 2023.
 - Board agreed to include the creating of the committee in the April or May agenda
- C. Board bylaws Review
- The Board reviewed the Bylaws of the Sugar Grove Public Library District and several opportunities were identified including the fact that currently Genna is preparing the Board Meeting Agenda, rather than the secretary of the Board as outlined in the Bylaws.

14. **Items for April Agenda**

- Tax extension information – how much we are getting based on the 7% levy asked
- Decennial Committee on local government efficiency.

15. **Adjournment**

Pat Graceffa motioned to adjourn the meeting at 8:40pm. Allison Short seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.