

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees

Regular Board Meeting Minutes: Wednesday, June 28, 2023. 6:30pm

1. Call to Order

President Ryan Ivemeyer called the meeting to order 6:35pm

2. Board of Trustee Roll Call

Trustees Present: Ryan Ivemeyer, Glenda Peck, Michelle Damadeo, Allison Short

Not Present: None

Genna Mickey, Library Director

Also Present: Heidi Lendi, Village Trustee; Adrien Aaron; Denise Towne

3. Public Comment

None

4. (Reordered) New Business

a. Trustee seat vacancy interview of Adrien Aaron

b. Trustee officer appointment – Trustee Allison Short motioned to install Glenda Peck as Vice President; Trustee Michelle Damadeo seconded. All in favor. Motion carried.

c. Authorized Signatories update – Trustee Allison Short motioned to add Glenda Peck as an Authorized Signatory as Vice President of the Board. Trustee Michelle Damadeo seconded. All in favor. Motion carried.

5. Approval of Meeting Minutes

a. Approval of Minutes from Decennial Committee Meeting on May 24, 2023 – tabled until next month.

b. Approval of Minutes from Regular Board Meeting on May 24, 2023

Trustee Michelle Damadeo motioned to approve the meeting minutes for May 24, 2023. Trustee Ryan Ivemeyer seconded. All in favor. Motion carried.

Board Meeting Minutes Approved.

6. Correspondence

Library Director Genna Mickey reported Village of Sugar Grove notified the library of the TIF for the I-88/Rt 47 corridor. Library was also notified about the Village of Sugar Grove water results.

7. Review of Financial Reports

Reviewed current budget year-to-date.

8. Approval of the May 2023 Check Register

Trustee Glenda Peck motioned to approve the May check register in the amount of \$67,216.

Trustee Allison Short seconded. All in favor. Motion carried.

Check Register Approved.

9. Director's Report

Library Director Genna Mickey reviewed her Director's Report for May 2023; Shared design for 60th anniversary; Updated Board on boiler progress, Groovin' in the Grove, and staffing updates.

10. Board Representative Reports

Building and Grounds – Trustee Glenda Peck reported on boiler, landscaping work completed, ELEET bird mitigation updates.

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Finance – Trustee Michelle Damadeo deferred pending later budget discussion.

Personnel/Policy – Trustee Allison Short deferred pending new business policy and by-laws updates

Strategic Planning – Trustee Ryan Ivemeyer reported need to create new strategic plan in 2024.

11. Friends and Foundation Reports

Board discussed donating plaque in honor of former Trustee Pat Graceffa in the children’s area, as well as donating a book in her honor.

12. Trustee Open Comments and Discussion

Community building fun fair upcoming July 20th.

13. Old Business

None

14. New Business

- a. Library Hours of Operation - Trustee Michelle Damadeo motioned to reopen the library on Sundays 2p-6p. Trustee Glenda Peck seconded. All in favor. Motion carried.
- b. Update Holiday Closings Schedule – Trustee Allison Short motioned to update the holiday closings schedule to include Sundays. Trustee Glenda Peck seconded. All in favor. Motion carried.
- c. Working budget for 2023-2024 – Trustee Allison Short motioned to approve working budget for 2023-2024. Trustee Glenda Peck seconded. All in favor. Motion carried.
- d. Set Date of public hearing for budget and appropriation ordinance - Trustee Michelle Damadeo motioned to set the public hearing on August 23, 2023 for budget and appropriation ordinance. Trustee Glenda Peck seconded. All in favor. Motion carried.
- e. Network Switch Upgrade – Trustee Glenda Peck motioned to approve the network switch upgrade and cabling project for FY23/24. Trustee Michelle Damadeo seconded. All in favor. Motion carried.
- f. Door access/key fob system for FY24 – Trustee Michelle Damadeo motioned to approve the doors/server for 3 doors, plus server fee contract with Correct Electric. Trustee Allison Short seconded. All in favor. Motion carried.
- g. Page Freezer Contract – Trustee Allison Short motioned to approve the contract for Page Freezer to maintain compliance for social media archive. Trustee Glenda Peck seconded. All in favor. Motion carried.
- h. Release closed session minutes – bi-annual requirement, Trustee Allison Short as Secretary of the Board, advised on minutes to release motion to release closed session minutes date 5/15/15, 7/7/15, 8/27/15, 9/24/15, 11/19/15, 12/17/15, 6/6/16, 6/22/16, 7/27/16, 12/15/21, 1/5/22, 1/26/22, 11/16/22. Trustee Michelle Damadeo motioned to release above closed session minutes. Trustee Glenda Peck seconded. All in favor. Motion carried.
- i. Library Card Policy 100 Updates
 - i. Trustee Allison Short motioned approve circulation policy update to include autorenewals. Trustee Glenda Peck seconded. All in favor. Motion carried.
 - ii. Trustee Allison Short motioned to approve non-resident cardholder program participation approve. Trustee Glenda Peck seconded. All in favor. Motion carried.

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- iii. Trustee Michelle Damadeo motioned to approve non-resident card fee adoption and to set fee adoption method of tax bill method. Trustee Allison Short seconded. All in favor. Motion carried.
- j. Board Bylaws & Remote Meeting Policy – discussed. Tabled until next month.
- k. Policy 450: Commercial, Non-Commercial, and Unannounced Recording Policy – Trustee Glenda Peck motioned to approve Policy 450. Trustee Michelle Damadeo seconded. All in favor. Motion carried.

15. Items for next month

- a. Affirm list of Board Trustees with County Clerk and IL state librarian
- b. Appoint two Trustees to complete the biannual review of Board of Trustees Meeting minutes
- c. Vote to appoint new trustee(s)
 - i. Closed session if more than 1 candidate
- d. Library collection development and redevelopment policy – Discussion
- e. Setting up IL Funds account
- f. Resolution regarding ordinance for special reserves
- g. Determine level of special reserves
- h. Motion to create ordinance for fund balance policy and spending.
- i. Board Bylaws & Remote Meeting Policy approval

16. Adjournment

Trustee Michelle Damadeo motioned to adjourn the meeting at 9:12pm. Trustee Glenda Peck seconded the motion.

Voice vote was taken, all in favor.

Motion passed. Meeting adjourned.