

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday February 24, 2021

The meeting was held virtually via the Zoom platform.

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:36 pm CST.

- *Present:* Bradley Knechtges (*President*), Vivian Santos-Buch (*Secretary*), Joy Stokes (*Treasurer*), Pat Graceffa (*Trustee*), and Tommy Thomson (*Trustee*)
- *Also Present:* Shannon Halikias (*Library Director*)
- *Late arrival (6:58pm):* Jane Klingberg (*Vice President*)
- *Absent:* Michelle Damadeo (*Trustee*)

Public Comment

No public comment.

Pledge of Allegiance

Approval of January 27, 2020 Regular Board Meeting Minutes

Pat Graceffa motioned to approve the January meeting minutes. Joy Stokes seconded.
Brad Knechtges abstained.

January 27, 2020 Regular Board Meeting Minutes approved.

Correspondence

A couple of nice notes from patrons thanking the library for reopening.

Review of Financial Reports

Shannon reviewed the Budget to Actual report. We are at 7/12 (58.33%) of the year and doing well. Continued impact to revenues when it comes to late fees, copies, etc due to closings. Expenses are tracking well, including materials and staffing budgets.

January 2021 Expenses by Vendor Summary reports. Out of the ordinary transactions:

- *A1 Landscaping & Maintenance, Inc (\$2,200.00)* – includes two payments made this month.
- *Libraries First (\$150.00)* – museum passes. Decided to renew with the hopes that patrons will soon be able to return to such activities more freely.
- *Oakbrook Mechanical (\$4,335.00)* – yearly contract.
- *Prairie Glenn Subdivision (\$2,765.00)* – annual subdivision payment for lot.
- *US Bank (\$719,625.00)* - Yearly bond principal payment.
- *Not Specified (\$31,089.28)* – two payroll cycles

Approval of the January 2021 Check Register

Vivian Santos-Buch motioned to approve the January check register in the amount of \$784,750.13. Joy Stokes seconded.

All in favor.

Motion carried.

January 2021 Check Register approved.

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Director's Report

Shannon reviewed her Director's Report for January to date.

- Graduated reopening started on February 8th, with "Browse & Go". In preparation, materials needed to be shifted for quarantine locations.
- Remodeling continues after the Café flood in late January, as well as clearing out of stock area.
- Shannon reviewed the Serving our Public 4.0 book (IL Library Association 2020) for the Per Capita grant.
- Attended webinar for ongoing pandemic information.
- Picked up the Kane County Cares Act check and deposited it.
- Significant upswing in our digital book's circulation.
- Items continue to be processed into collection, but no new donations are being accepted.
- Microbial treatment cleaning continues in high traffic areas.
- Poplar Creek Library is redoing their tech area and donating five (5) computers to the library. These will possibly be utilized in the teen department or as catalogue terminal.
- Still pending to make decision of new appliances for the staff break room.

Board Representative Reports

Building and Grounds

Agenda item below.

Finance

None.

Personnel/Policy

None.

Strategic Planning

None.

Friends and Foundation Report

- Pat reached out to the Painters' Union in regard to their grants, which are coming up in the beginning of March. Pat suggested applying for one to cover café renovation expenses not covered by insurance.

Old Business

a) **Pandemic Operations**

- Reopened for "Browse & Go" without issues. Staff is feeling comfortable with the safety measures in place (i.e., shields, cleaning supplies, etc).
- With funds left from the Kane County Cares grant (\$550), Shannon purchased some higher quality masks for the staff and others for patrons who may come in without one.
- Hoping to reopen the meeting room on March 1. After that, the back porch, study rooms and computer labs with 2 computers. Holding a meeting with the managers tomorrow to discuss expanding operation hours.

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New Business

a) **Cafeteria Restoration**

- Work Authorization and Contract signed and presented to the contractor DKI.
- A down payment of \$14,000 was made.
- Flooring selection completed. A light gray laminate was selected (current: earth tone). The chosen material is more durable than the current stone easier to replace if there's an issue.
- Finalizing paint color selection for the café area and, periodical room. Going with a light gray tone with a possible accent wall of deep blue in the café.

b) **Per Capital Grant Submission**

- The Illinois Public Library Per Capita and Equalization and Grant Application was reviewed.
- Shannon also reviewed the checklists from the Serving our Public 4.0 book.

Tommy Thomson motioned to approve the Per Capita Grant submission. Vivian Santos-Buch seconded.
All in favor.

Motion carried.

Per Capita Grant submission approved.

c) **Budget Planning**

- By next month Shannon will start presenting the financial chronology which will set up the financial planning for next year.
- If the Board meeting returns to in person next month (March), Shannon recommends doing a walk-through to prioritize expenses needed around the library.

d) **Chamber of Commerce Meet the Candidate**

- The Chamber of Commerce typically hosts this event, and the library has typically provided the meeting room. This year, the event will be held via Zoom. Shannon wanted to ensure there was no appearance of a conflict of interest with using the library's Zoom account (instead of the meeting room). The Board agreed there is no conflict of interest as given the circumstances, Zoom is now seen as an extension of a physical meeting room.
- There are currently 17 participants and write-in candidates are included in contested races. The event is open to the public.

Items for Next Month

- Pandemic and Library reopening
- Walking tour
- Learning from the Illinois Library Association legislative meet ups.

Adjournment

Tommy Thomson motioned to adjourn the meeting at 7:33pm. Pat Graceffa seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.

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