

## Sugar Grove Public Library District (SGPLD)

### Library Board of Trustees

Regular Board Meeting Minutes: Wednesday October 27, 2021

#### 1. Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:40 pm CST.

- *Present:* Pat Graceffa (*Vice President*), Vivian Santos-Buch (*Secretary*), and Ryan Ivemeyer (*Trustee*)
- *Present via Zoom:* Bradley Knechtges (*President*), Michelle Damadeo (*Treasurer*), Tommy Thomson (*Trustee*), and Genna Mickey (*Assistant Library Director*)
- *Also Present:* Shannon Halikias (*Library Director*)

#### 2. Public Comment

- No public comment.

a. Pledge of Allegiance

#### 3. Approval of August 25, 2021 and September 22, 2021 Board Meeting Minutes

Ryan Ivemeyer motioned to approve the August 25, 2021 and September 22, 2021 meeting minutes. Pat Graceffa seconded.

August 25, 2021 and September 22, 2021 meeting minutes approved.

#### 4. Correspondence

- Received a letter from the Sugar Grove Historical Society offering a gift card for a one-year registration.
- Letter from the IL Secretary of State awarding \$19,713.00 in a grant to add the two additional self-checks machines.

#### 5. Review of Financial Reports

Shannon reviewed the *September 2021 Expenses by Vendor Summary* report. Transactions of note:

- *Bayscan Technologies (\$6,160.00)* – self-checkout machine
- *IL Office of State Fire Marshall (\$140.00)* – annual boiler inspection
- *St Bede Abbey (\$200.00)* – programming
- *Swank (\$118.00)* – movie licensing
- *Not Specified (\$47,204.80)* – three payroll cycles

As for the Budget to Actual report, we are at 3/12 (25%) of the year and tracking well.

#### 6. Approval of the September 2021 Check Register

Michelle Damadeo motioned to approve the September check register in the amount of \$65,477.03.

Tommy Thomson seconded.

All in favor.

Motion carried.

September 2021 Check Register approved.

#### 7. Director's Report

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

- Survey continues to be administered. Just under 300 responses so far.

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Regular Board Meeting Minutes: Wednesday October 27, 2021

- Shannon had a conversation with a patron about a significant donation they want to make. The patron wants to remain anonymous but one of their interests is to build library advocacy. Shannon will continue to work with the patron on options for how to best use the donation with that in mind. The donation would go through the Foundation.
- With the holidays coming up, Shannon brought up employee recognition. With everything the staff has gone through the past two years, Shannon is interested in doing something larger than the usual potluck. Some options are a nice sit-down dinner, boxed lunches, a gift card, additional paid time off or an additional day of library closure. The Board agreed and discussed these options. An additional library closure day would not be prudent given that the library is already closing several days in a row for Christmas and New Year's. Shannon will continue to evaluate the other options.
- Shannon recommends the library puts a moratorium on meeting room reservation fees for community-based groups (i.e. 501(c)(3), etc). The Board discussed and agreed. Shannon will work on an amendment to the policy.
- A couple of groups are already scheduled for Gallery 125.
- The Chamber of Commerce is hosting an after-hours event on November 4, 2021. It will be held at the library with the Chamber providing refreshments. Members of the Chamber as well as patrons are welcomed. Senator Karina Villa will be at the event. The new technology will be up and Cordogan and Clark has provided a poster sketch of the upcoming remodeling project to showcase.
- Statistics continue to show pandemic recovery.

#### **8. Board Representative Reports**

##### Building and Grounds

- The front sliding door, which had been malfunctioning for a while, was repaired at a cost of \$1,200.
- Boilers were inspected.
- The leak in the Board Room became an issue again during last week's strong storms.

##### Finance

None.

##### Personnel/Policy

Agenda item below.

##### Strategic Planning

- Shannon and Ryan Ivemeyer held first focus group two weeks ago. The feedback gathered coincides with survey responses so far. Patrons want more (from the library). Positive feedback on staff was received as well as some concerns on book availability (which is due to the current issues with the distributor).
- Two more in-person sessions were held afterwards with one more tomorrow via Zoom.
- The meeting with Harriett Parker, Waubensee Small Business Coordinator, will be held Thursday November 18 at 11:00am. After the meeting, work on drafting the strategic plan will begin. The plan is to finalize it by December.

#### **9. Friends and Foundation Reports**

- None from Friends of the Library.

**Sugar Grove Public Library District (SGPLD)**

**Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday October 27, 2021

- Pat shared that during the last Foundation meeting, the topic of the Giving Tree was covered. The group is evaluating different options.
- October's Winter Market had a good vendor turnout and November's is expected to be bigger.

**10. Trustee Open Comments and Discussion**

- None.

**11. Old Business**

**a) Live and Learn Construction Grant**

- Cordogan Clark & Associates continue planning.
- The first quarterly report to the state was submitted on time.

**New Business**

**a) Levy Ordinance 2021-10-27**

- The Board reviewed the Levy Ordinance document in the amount of \$1,510,848.00.
- A few minor typos were identified and corrected.

Vivian Santos-Buch motioned to approve Levy Ordinance 2021-10-27. Michelle Damadeo seconded.

All in favor.

Motion carried.

Levy Ordinance 2021-10-27 approved.

**b) Policy 730: Disposal of Surplus Property**

- Shannon explained that this document outlines the procedure on how to responsibly dispose of surplus property.
- Whenever possible, the library will attempt to sell surplus items. Damaged items will be disposed.

Ryan Ivemeyer motioned to approve Policy 730: Disposal of Surplus Property. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Policy 730: Disposal of Surplus Property approved.

**c) A-1 Landscaping Contract**

- Shannon met with A-1 Landscape Maintenance Inc. to discuss additional work that is needed. This includes doing more on the landscaping beds and additional mulch in addition to the current snow removal and spring/fall cleanups.
- The new bill will be: \$1,500/mos. (previously \$1,100). The amount was discounted from \$1,800.
- They also discussed the recent larger bill that was received. After conversation and review of the contract, A-1 credited \$750 back to the library.

Michelle Damadeo motioned to accept the new three-years exterior maintenance contract for \$1,500.00 per month. Vivian Santos-Buch seconded.

**Sugar Grove Public Library District (SGPLD)**

**Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday October 27, 2021

All in favor.

Motion carried.

Exterior Maintenance Contract accepted.

d) Potential Shelter/Bandshell on Library Property

- The Village of Sugar Grove approached the library to see if there is interest in partnering for a “Hometown Grant” in the amount of \$50,000 to be used to build a bandshell on library grounds. The grant does not have an application deadline.
- The Village is interested in increasing the number of outdoor gathering areas.
- Shannon has attended a couple of meetings so far to understand what is needed. They are still in the research phase and a lot of questions still need to be answered.
- The Board discussed and liked the idea.

e) Board Succession Planning

- Brad Knechtges shared that him and his family will be relocating to Colorado to pursue a work opportunity.
- He expects to be present in the next couple of meetings as they settle their affairs but will probably be gone in early 2022.
- Members of the Board shared their disappointment in losing him as Board President but wished him and his family success in this great personal opportunity.

**12. Items for Next Month**

- Director’s annual performance review
- 2022 board meetings and holidays calendars
- Cordogan and Clark coming in to review contract bids.

**13. Adjournment**

Ryan Ivemeyer motioned to adjourn the meeting at 8:12pm.

Voice vote: all yes.

Motion passed. Meeting adjourned.