

**Regular Meeting of the Board of Trustees
Sugar Grove Public Library District
Wednesday, August 26, 2020 6:30 p.m.
Minutes**

Call to Order/Roll Call and Introduction of Trustees

Present: Brad Knechtges, President. Pat Graceffa, Trustee. Michelle Damadeo, Trustee. Jane Klingberg, Vice President.

Absent: Tommy Thompson, Trustee. Vivian Santos-Buch, Secretary. Joy Stokes, Treasurer.

Public Comment

No members of the public present.

Approval of Minutes

July 22, 2020 – Regular Board meeting

Motion made by: Graceffa. Seconded by Damadeo.

Aye: Knechtges, Graceffa, Damadeo.

Abstain – Klingberg.

Absent: Thompson, Santos-Buch, Stokes.

Minutes of the July 22, 2020 meeting were approved

Correspondence

We received notification of a few property tax appeals. This is normal each year. The county offices negotiate, and there is not a need for the Library to respond. We received a notice of a thank you from the Township Board for helping with the Senior Luncheon. Unfortunately we did not receive the Painter's Council grant.

Review of Financial Reports

The monthly reports were reviewed. This was the first month of the fiscal year, and Zabinski Consulting needed to finish loading the new budget into Quickbooks. Halikias confirmed that a new line item for PPE and Covid related purchases will be made as to quickly determine expenditures. This may be helpful for future grants. The Board commends the staff on coming in on budget.

Approval of the Check Register

A review and approval of expenditures for the check register for July in the amount of \$95,634.80

July 22, 2020 – Regular Board meeting

Motion made by: Graceffa. Seconded by: Damadeo

Aye: Knechtges, Graceffa, Damadeo, Klingberg.

Nay:

Absent: Thompson, Santos-Buch, Stokes.

The check register in the amount of \$95,634.80 was approved

Director's Report

The Director provided highlights from the written report provided to the Board. Key points included the July opening for grab and go browsing, PPE needs, and measures in place to provide for opening.

Both Trustee Graceffa and Director Halikias called and wrote to the Kane County Board in advocacy for including Libraries in the CARES act funding grant opportunities. Halikias will be attending an upcoming meeting to learn more information.

Loan rules have been modified as per SWAN, and the Library is fine free. The backflow repair was completed, and A-1 did a phenomenal job assisting with weeding.

Circulation is, of course, significantly down as the Library resumes open operations.

Zabinski Consulting provided audit prep and review of the books. After removing a double booked payroll (landed on the final day of the month, and the report runs on the first day of the month), our tentative results have us under budget by approximately 20,000. The auditor will of course have the last word with finalizing details.

The payroll tax deferment was discussed.

Book donations are not being accepted. Staff do not have time to review materials, and there are few spaces for additional quarantine locations.

Departmental reports are shared in the packet.

Board Representative Reports

Building and Grounds – no report

Finance – no report

Personnel/Policy – no report

Strategic Planning - no report, work expects to begin in November for the next strat plan

Friends and Foundation Report

The Foundation has a meeting next month, with a guest visit from a Foundation member from St. Charles Library.

Old Business

Policy 440: Service Animal Policy

The Board discussed the proposed service animal policy.

Motion: Klingberg Seconded: Graceffa

Aye: Knechtges, Graceffa, Damadeo, Klingberg.

Nay:

Absent: Thompson, Santos-Buch, Stokes.

Policy 440: Service Animal Policy is approved

Pandemic Graduated Reopening Discussion

The Director provided a document that discusses the next stages of graduated reopening. We are running in the middle of the pack of Libraries, if not behind others. Our staff size of only 14 members with limited hours is a key factor. There are varying levels of comfort for working with the public. There are no reports of difficult patron interactions, though a few minor “cranky” patrons that dislike masks or simply wish the pandemic situation was resolved. Study rooms and meeting rooms remain closed.

Additional hours will be added in September, and a “study room” will be set up in the meeting room.

Shannon is continuing to work concierge. Early voting was discussed.

New business

Policy 415: Addendum to Policy Governing Patron Behavior and Unattended Children

The suggested policy to up the age for unattended children was discussed as it is a temporary addendum in the health risk situation. The current age for unattended children is 8, provided they are mature enough to be alone. The suggested policy moves the age to 13, and suggests restrictions to family groups only and no more than 3 together. Trustee Klingberg felt this too restrictive and the Red Cross denotes a much younger age is feasible, feels that cognitive development is a factor. Trustee Damadeo felt that this was on target given pandemic circumstances. Director Halikias noted that this policy was to back staff up if there was indeed an issue, and pandemic circumstances are decidedly different. The staff have concerns about unattended children as many parents are working, and children are remote learning.

Trustee Damadeo – motioned to accept the policy. No seconded. The motion dies on the table.

Director Halikias will revamp the policy, and return for further discussion next week with the Board’s feedback taken into account.

The policy addendum was not approved

Absent: Santos-Buch, Tomson, Stokes.

The IPLAR was approved for submission

Trustee Election Information (no action)

Three seats will be up for reelection in the Spring of 2021. All three seated Trustees will be running. Candidate packets will be available next meeting.

Trustee Walk-Through – Tabled

Items for next month: Policy 415, Volunteer Policy, Pandemic Graduated Reopening.

Adjourn: All aye

Minutes submitted by Shannon Halikias

BOT review on 9/23/20

Approved 9/23/20