

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday December 16, 2020

The meeting was held virtually via the Zoom platform due to the Restore Illinois Tier 3 Resurgence Mitigations Measures that went into effect on November 20, 2020.

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:39 pm CST.

- *Present:* Bradley Knechtges (*President*), Jane Klingberg (*Vice President*), Vivian Santos-Buch (*Secretary*), Joy Stokes (*Treasurer*), Pat Graceffa (*Trustee*), and Tommy Thomson (*Trustee*)
- *Also Present:* Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*)
- *Late entry (6:43pm):* Michelle Damadeo (*Trustee*)

Public Comment

No public comment.

Pledge of Allegiance

Approval of November 18, 2020 Regular and Closed Board Meeting Minutes

Jane Klingberg motioned to approve the November meeting minutes. Joy seconded.
Pat Graceffa abstained.

November 18, 2020 Regular Board Meeting Minutes approved.

Correspondence

- Several Christmas cards have been received.
- Cordogan and Clark made a donation to Hunger Relief Feeding America in Shannon and Brad's name.
- Very nice feedback from patron for providing lobby service during this time.

Review of Financial Reports

Shannon reviewed the Budget to actual report. We are at 5/12 (41.6%) of the year. Compared to last year, we are seeing an impact to revenues when it comes to late fees, copies, etc.

November 2020 Expenses by Vendor Summary reports. Out of the ordinary transactions:

- *Dearborn National Life Insurance, Co. (\$610.67)* - D/O insurance yearly premium.
- *Demco (\$2,072.30)* – spaces sign up.
- *Garveys Office Products (\$51.40)* - PPE
- *Peking Insurance (\$9,714.62)* – yearly fee
- *Webber and associates – annual audit fee*
- *Zabinski Consulting – audit prep*
- *Weblinx – library web page fee*
- *Not Specified (\$30,608.38)* - payroll

Approval of the November 2020 Check Register

Tommy Thomson motioned to approve the November check register in the amount of \$67,269.65. Pat Graceffa seconded.

All in favor.

Motion carried.

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November 2020 Check Register approved.

Director's Report

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

- The Levy was filed (a month early).
- Working with Chamber of Commerce to assist them with new web page.
- Chamber of Commerce will hold a *Meet the Candidate* event. Still deciding on details, but it will be web format.
- Circulation: continues to be down. 27% over last year; 9.5% over the last two years.
- Reference questions significantly up. Same with database statistics when compared over last two years. There were 15, 500 searches this month. This time last year: 9,680.
- Building and Grounds: deep cleaning on a variety of areas. Carpets scrubbed and cleaned. First antimicrobial treatment all high traffic surfaces. Floors stripped and clean.
- Expansion tank replacement on HVAC. Cost was around \$400.
- External front lobby doors replaced (parts had rusted). Inner door serviced.
- Kane County grant – submitted voluminous paperwork and paperwork for all the expenditures.
- Shannon will start to shop for new refrigerator and dishwasher for the staff room. This was brought up last year but pushed back. Both are over 10 years old and malfunctioning, including a leak in the dishwasher.

Board Representative Reports

Building and Grounds

Discussed during Director's Report above.

Pat asked about outside lines maintenance/winterization. Shannon will follow up to make sure.

Finance

None.

Personnel/Policy

None.

Strategic Planning

None. Everything that had been planned, continues to be on hold due to the pandemic.

Friends and Foundation Report

- Pat asked for an update on the mailing. Shannon consulted with other libraries about using addresses from databases. Other directors coincided that due to confidentiality of records, they do not use. Shannon offered to look for other sources. Chamber of commerce also ran list of donors.
- Several more libraries joined the Rails consortium so now there are over 100 libraries, with 1M library card holders.
- Jane brought up concern of the mobile version of web site. Some of the links and options available on the full site are not available on the mobile version, including the link to the foundation. Shannon explained there is a limit on how much can be placed on the mobile version but will look into it with WebLinX.

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Old Business

a) Pandemic Graduated Reopening

- Currently at Tier 3 – lobby pick up. So far going well. Patrons can call with cell phone or phone in the lobby.
- Kids crafts are very popular and have been well received.
- Flyers and publications in lobby.
- Staffing – LOA granted to staff member. For now, Shannon is covering by working extra shifts or rearranging schedules. She is trying to avoid having to get a temp right now.
- Staff modified hours to reduce risk.

b) Succession Planning

- As a result of pandemic and because of per capita grant.
- In case of a temporary absence or vacancy at the Director level, it sets up who will step in as acting Director. The cadence is: Assistant Director, Adult Department Manager, Tech Service Manager, Youth Service Manager.
- The document covers authority, oversight, and communication plan, as well as where some of the key pieces of information would be located (in Director's office) and who to call for what.
- Will put on January's agenda to vote on.

c) Trustee Election Information

- There are three (3) open seats and two (2) incumbents filing.
- This was the week the library could start accepting packages. As of right now, hasn't received packets from anyone else in the community, but all the blank packages left for public were picked up.

d) Live and Learn Construction Grant

- Next cycle to submit coming up, with a submission deadline of: January 15, 2021.
- Re-write narrative for submission and focus on floor repair and ADA accessibility (exclude previous plans to remodel Café area).
- Will follow Brad's suggestion of including pics of the current conditions.

e) Annual Report

- Shannon shared current draft, which still needs finalizing.
- The first half of the period covered by this Annual report will be pre-COVID, and the second half during the pandemic time, so it will be very interesting and unique.
- Board shared some general suggestions.

New Business

a) Per Capita Grant

- It is more voluminous than previous years.
- This year the grant has some additional requirements for staff, such as sexual harassment training.

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- As for the Board, they are usually required to read one chapter. This time, the Board will have to review all of the handbook. Shannon ordered copies of the book for each of the board seats. These copies should last a few years.

Items for Next Month

- Pandemic and Library reopening
- Life Insurance quotes
- Succession Planning vote

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 8:07pm. Michelle Damadeo seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.