

Minutes

**Regular Meeting of the Board of Trustees
Sugar Grove Public Library District
Wednesday, March 24, 2021 6:30 p.m.**

Call to Order/Roll Call and Introduction of Trustees

Present: Brad Knechtges, Jane Klingberg, Pat Graceffa, Michaelle Damadeo, Joy Stokes. Absent: Vivian Santos-Buch, Tommy Thomson.

Public Comment – No Comment

Approval of Minutes: February 23, 2021 – Regular Meeting

The minutes were reviewed, no changes noted. Moved to accept – Pat Graceffa. Seconded – Michelle Damadeo. All approved.

Correspondence – No report

Review of Financial Reports

The financial reports were discussed. Revenues tracking in lower as the Library is fine free, expenditures on track. The excess in building maintenance costs was Covid related expenses, offset by the grant.

Approval of the Check Registers – Action Required

A review and approval of expenditures for the check register for February - \$58,782,72
Moved to Accept: Jane Klingberg. Seconded: Michelle Damadeo. All approved

Director's Report

The Director presented a report that discussed the happenings of the month. Key highlights included a visit from Rich Harvest Farms and subsequent donation to the Foundations to replace the computers in the Lab and Teen Zone.

Mary Clapp retired to move to Colorado, and Genna Mickey is still on maternity leave. The Library is short staffed until positions are hired.

Board Representative Reports

- a. Building and Grounds – no report
- b. Finance – no report
- c. Personnel/Policy – no report
- d. Strategic Planning – Pat discuss potential referendum information and perceptions about the Library as it related to overall village discussions pending election.

Friends and Foundation Report: Petunias should be delivered shortly for grounds planting. The Foundation will work with Rich Harvest Farms to discuss their donation of slightly under 20,000 to refurbish the lab.

Old Business

- a. **Pandemic Operations** – Discussion

March ongoing information. Hours were discussed, and potential expansions of such. Expanding is not possible until the Library is adequately staffed.

The flood and enormous collection moves impacts the ability to allow easier browsing and putting in seating. Operations are expected to resume after the restoration nears completion.

New business

- b. **Café Area Restoration**

The current project is moving slower than expected as permitting and inspections have to be done through the Village for plumbing and electricals. The replacement floor is looking fantastic and the color choices go well with the interiors. The Board suggested adding in extra electricals in the periodical space while the walls are open. Shannon will have this update implemented. The Board walked through the areas at the end of the meeting.

- c. **Live and Learn Grant**

The grant submission was discussed. The grant was rewritten for 2021 guidelines, provided new information, and elaborated on the needs with more pictures. The review will be held in April.

- d. **Financial Chronology**

The financial chronology for the next budget cycle was reviewed. The chronology defines the legal dates and deadlines for resolutions and ordinances needed for the year. Dates were reviewed for priority.

Moved to Accept: Jane Klingberg. Seconded: Michelle Damadeo. All approved

- e. Review of Building – Tabled to allow for greater participation, and rain was a hindrance. The Board reviewed the interior areas currently under construction and restoration.

Items for Next Month: Grant discussion, potential referendum discussion, updates on pandemic and a review of the first draft of the budget.

Adjourn: All aye.

Minutes prepared by : Shannon Halikias