

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday January 27, 2021

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

Vice-President Jane Klingberg called the meeting to order at 6:40 pm CST.

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

Public Comment

No public comment.

Pledge of Allegiance

Approval of December 16, 2020 Regular and Closed Board Meeting Minutes

Michelle Damadeo motioned to approve the November meeting minutes. Joy Stokes seconded.

December 16, 2020 Regular Board Meeting Minutes approved.

Correspondence

None

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. On track for expenditures; Income down.

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

- *Asa Abloy Entrance Systems (\$2,382.22) – repair of front entrance doors*
- *Cintas (\$400.76)– replacement of fire panel batteries and terminals*
- *Service Master Commercial Cleaning (\$9,454.00) – COVID related treatment, floors (will get reimbursement)*
- *US Bank (\$550) – Administrative fee for Bond*
- *Not Specified (\$31,099.89) – two payroll cycles*

Approval of the December 2020 Check Register

Tommy Thomson motioned to approve the November check register in the amount of \$53,855.42. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

December 2020 Check Register approved.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday January 27, 2021

Director's Report

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

- December is a holiday month, so multiple library closing days.
- Circulation down due to Tier 3 mitigations.
- Shannon is helping the Chamber of Commerce with the *Meet the Candidate* event in March.
- Live and Learn grant has been rewritten and was submitted on time.
- Wayne Lindquist (IT Computer Lab Manager) is working on a full website audit based on last month's discussion.
- Boy Scout gave donated wreaths to the library during the holidays.
- Microbials treatment completed.
- Still shopping for refrigerator and dishwasher.
- Annual Report finalized and published. *Facebook Live* with Brad Knechtges. Almost done with a fun slide show that will serve as a companion to the Report.
- Kane Co Check is at the Government offices in Geneva. Shannon will be picking up this week.

Board Representative Reports

Building and Grounds

None.

Finance

None.

Personnel/Policy

None.

Strategic Planning

None.

Friends and Foundation Report

- Foundation meeting held via Zoom to brainstorm ideas.
- Letter to local businesses seeking donations. Microtax in Sugar Grove responded with a donation.

Old Business

a) Pandemic Operations

- Currently at Tier 3 – lobby pick up. So far going well. Patrons can call with cell phone or phone in the lobby.
- Stepping back to Tier 1 was quicker than expected, but Shannon and library staff was already planning for 02/08/21 reopening for 'Browse and Go', maintaining current hours of operations. Services will be expanded next, followed by hours.
- Page 21 of the packet includes a copy of a letter sent to the Department of Health on behalf of the staff to request that they be bumped up for the vaccination schedule, similar to educators.

b) Live and Learn Construction Grant

- Mentioned in Director's report and will review pictures in section below.

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday January 27, 2021

c) Per Capita Grant Requirements

- Serving the Public books have arrived. Board members can pick up at the library.
- There are more question and materials in this cycle.
- What is included in the material is not mandates but are best practices.
- Grant application is due in March, so we will need to circle back next month to review.

d) Succession Planning

Michelle Damadeo motioned to approve the Succession Plan. Tommy Thomson seconded.

All in favor.

Motion carried.

Succession Plan approved.

New Business

a) Life Insurance

- Currently conducting due diligence to get quotes for better coverage for the staff.
- Already have a quote that increases the coverage (almost double) for staff and costs a little bit less
- Contacted the current vendor, but has gotten the run around and to date, there's been no response.
- Since there is still enough time, Shannon will seek a third quote to compare.
- We will circle back on this topic at the end of the quarter.

b) Cafeteria Restoration

- On 01/25/2021, the staff arrived to find the old café area and periodical section flooded.
- Apparently, a valve on the industrial coffee maker in the space broke and a significant amount of water came out.
- Insurance has responded very well so far and very quick to respond.
- The \$1,000 insurance deductible will have to be paid.
- Shannon reviewed the pictures of the damage and work so far.
- Everything has been pulled out and there are currently industrial fans drying the area.
- Shannon met with the contractor today and they are meeting again tomorrow at 9:00am, at which time he will have an estimate.
- A full replacement of the flooring in the affected area will be needed. Cabinets and island, which have already been pulled out, will not be replaced at this time. Contractor will take care of its disposal.
- The disbursement from the insurance will be used to pay the contractor, if there is a balance (from not replacing cabinets), it can be used to continue the replacement of the flooring into the foyer. This will be phase 2 of the project.
- Need to get a permit from Sugar Grove for the repairs.

c) Legislative Learning Days for Trustees

- The sessions will be virtual.
- Shannon sent email with details on how to register . Alternatively, Shannon offered to complete registration for any interested trustee.

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday January 27, 2021

d) Energy Pricing

- Brad had asked that it be added, so in his absence, Shannon will circle back with him.

Items for Next Month

- Pandemic and Library reopening
- Per Capita Grant discussion
- Water damage repairs. If we enter into a contract with contractor, a special board meeting may need to be called.
- Business of the year: Financial chronology, budget, etc

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 7:33pm. Joy Stokes seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.