

**Sugar Grove Public Library District (SGPLD)**  
**Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday December 15, 2021

**1. Call to Order and Roll Call**

*President* Bradley Knechtges called the meeting to order at 6:35 pm CST.

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

**2. Public Comment**

- Member of the public expressed his gratitude to Shannon for her service to the library.
  - a. Pledge of Allegiance

**3. Approval of November 17, 2021 Regular Meeting and December 1, 2021 Special Meeting Minutes**

- Tommy Thomson brought up a minor typo on the December 1, 2021 Closed Session Minutes.
- He also pointed out that this set of minutes should have been split into an Open Session Minutes (Call to Order and Public Comment) and a separate set of minutes for the Closed session.
- Voting will be tabled until next meeting.

Pat Graceffa motioned to approve the November 17, 2021 meeting minutes. Michelle Damadeo seconded.

November 17, 2021 Board Meetings Minutes Approved.

**4. Correspondence**

- Letter from the state of IL about needing to update their records.
- Thank you letter from Poplar Creek Library about kitchen items that the library donated.

**5. Review of Financial Reports**

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

- *ASSA ABLOY Entrance Systems* (\$2,200.00) – front door repair
- *Cordogan, Clark and Associate* (\$1,305.69) – grant/NOW Space project work
- *Not Specified* (\$32,736.68) – payroll

As for the Budget to Actual report, we are at 5/12 (42%) of the year and tracking well.

**6. Approval of the November 2021 Check Register**

Vivian Santos-Buch motioned to approve the November check register in the amount of \$48,376.70. Tommy Thomson seconded.

All in favor.

Motion carried.

November 2021 Check Register Approved.

**7. Director's Report**

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

- Giant Steps conducted Autism training for staff.

**Sugar Grove Public Library District (SGPLD)**  
**Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday December 15, 2021

- Foundation received a donation of \$7,000 from anonymous donor, which will be used for library advocacy and programming per their request and will fund the new “NOWlearn” series.
- Another donation of \$100 from a patron family for the holidays.
- Working on timely purchase of electronics for Now Space.

**8. Board Representative Reports**

Building and Grounds

- Humidifier must be repaired. Oakbrook Mechanical also pointed out that the boiler is nearing its end of life. Shannon recommends it be included in the capital needs for a near future purchase.

Finance

- Audit will be discussed in agenda item below.

Personnel/Policy

- Agenda item below.

Strategic Planning

- Agenda item below.

**9. Friends and Foundation Reports**

- Friends of the Library had a successful Winter Market.
- Next Foundation meeting will be in January and the Giving Tree will be discussed.

**10. Trustee Open Comments and Discussion**

- Ryan Ivemeyer congratulated the library staff on a kids event him and his family attended.
- Michelle Damadeo thanks Shannon once again for her service to the library.

**New Business**

**11. Approve of Audit for fiscal year 2020-2021**

- Shannon reviewed highlights from the Annual Financial Report.
- Growth in fund balance but caution that some of it is from grants. Not enough to move to savings but holding steady.
- When it says that we are very under budget (page 8), it is in reference to the appropriation budget, not the operating budget. As far as expenditure, these were about \$60,000 under budget. Slight increase on revenues but still watching expenditures closely.
- The auditor pointed out that positive results like these are not happening at other libraries due to the impact of COVID.

Michelle Damadeo motioned to approve the 2020-2021 Audit. Pat Graceffa seconded.

All in favor.

Motion carried.

2020-2021 Audit Approved.

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

**Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday December 15, 2021

**12. Strategic Plan Goals**

- Ryan reviewed the process followed to come up with these goals, which are for the period of January 2022 through December 2024.
- After the SWOT analysis, the staff worked on adding action items for each goal.
- Shannon reviewed key elements of the goals and covered the NOWlearn initiative which is a supplement to the goals.
- If approved, the next step is to send the goals to graphic design for release to the public.
- Brad provided some feedback on the wording of goal 2.

Pat Graceffa motioned to approve the Strategic Plan Goals with the proposed minor changes. Tommy Thompson seconded.

All in favor.

Motion carried.

Strategic Plan Goals Approved.

**13. Meeting Room Policy Addendum 510 (to policy 500)**

- As a result of COVID, there's been an increase in need for meeting room.
- Currently only board room available for civic duty purposes. With this addendum, would like to wave fee for the larger meeting room for non-profit groups at no charge.
- This would be done on a trial basis for six (6) months (January – June 2022) as part of Pandemic Recovery Operations. The goal is to continue to get people back into the library.
- Brad recommended that the exact dollar amount of the cleaning fee be taken out of the policy document and included in a procedural document. Tommy pointed out policy 500 does include specifics as to cleaning fees. After discussion, the decision was made to remove the specific amount from 510, but leave it in 500.

Ryan Ivemeyer motioned to approve Meeting Room Policy Addendum 510. Michelle Damadeo seconded.

All in favor.

Motion carried.

Meeting Room Policy Addendum 510 Approved

**14. Per Capita Grant**

- Shannon covered the requirements we are already meeting and a few that still need to be worked on.

Tommy Thompson motioned to authorize the per capita grant application. Michelle Damadeo seconded.

All in favor.

Motion carried.

Per Capita Grant Application Authorized

**Old Business**

**15. Live and Learn Construction Grant**

- Permit request submitted to Village Sugar Grove.

**Sugar Grove Public Library District (SGPLD)  
Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday December 15, 2021

**16. Closed Session #1: Director's Review**

Pursuant to 5 Illinois Compiled Statutes 120/2 of the Illinois General Assembly, Pat Graceffa motioned to go into closed session at 7:50pm. Tommy Thomson seconded.

The closed session ended around 8:15pm.

Return to open session.

**17. Annual Salary for FY 2021-2022**

Vivian Santos-Buch motioned to approve a 3% salary increase and a \$1,000 increase to stipend in lieu of benefits, retroactive to the payroll cycle beginning October 17<sup>th</sup> (October 14<sup>th</sup> anniversary date). Pat Graceffa seconded.

All in favor.

Motion carried.

Director's Salary Increase for FY 2021-2022 Authorized

**18. Director's resignation**

Shannon Halikias formally presented her resignation to the Board. She expects her last day to be between January 4<sup>th</sup> and January 8<sup>th</sup>, 2022. Board members once again thanked her for her seven (7) years of dedicated service to the library and wished her well in her future endeavors.

**19. Closed Session #2: Director's Search**

Pursuant to 5 Illinois Compiled Statutes 120/2 of the Illinois General Assembly, Michelle Damadeo motioned to go into closed session at 8:26pm. Tommy Thomson seconded.

The closed session ended around 9:13pm.

Return to open session.

**20. Director's Search Process**

Board discussed potential candidate for a special meeting on January 5<sup>th</sup> for an interview.

Ryan Ivemeyer motioned to approve convening meeting on January 5<sup>th</sup> 2022 to interview candidate for the Director's position. Pat Graceffa seconded.

All in favor.

Motion carried.

Director's Search Process Plan Accepted

**21. Items for Next Month**

- Shannon's farewell reception.

**22. Adjournment**

Vivian Santos-Buch motioned to adjourn the meeting at 9:19pm. Pat Graceffa seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.