

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday November 17, 2021

1. Call to Order and Roll Call

Vice President Pat Graceffa called the meeting to order at 6:43 pm CST.

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

2. Public Comment

- No public comment.

a. Pledge of Allegiance

3. Approval of October 27, 2021 Board Meeting Minutes

Tommy Thomson motioned to approve the October 27, 2021 meeting minutes. Pat Graceffa seconded.

October 27, 2021 Board Meeting Minutes Approved.

4. Correspondence

- None.

5. Review of Financial Reports

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

- *ASSA ABLOY Entrance Systems* (\$1,239.00) – front door sensor repair
- *Cordogan, Clark and Associate* (\$1,305.69) – grant/NOW Space project work
- *Holmgren Electric* (\$4,450.49) – 12 external lights, emergency lights, reading room retrofit
- *Pekin Insurance* (\$11,1249.00) – yearly commercial liability
- *SWAN Library Services* (\$7,472.75) – quarterly fee
- *Volkman Insurance Agency* (\$1,871.00) - Director and officers' insurance
- *Waste Management* (\$707.65) – formerly “Advance Disposal”
- *Not Specified* (\$32,051.67) –payroll

As for the Budget to Actual report, we are at 4/12 (33.3%) of the year and tracking well.

6. Approval of the October 2021 Check Register

Michelle Damadeo motioned to approve the October check register in the amount of \$73,323.78. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

October 2021 Check Register Approved.

7. New Business

Representatives from Cordogan, Clark and Associates were present to review bids for the NOW Space project. They explained they reached out to at least 12 different contractors to solicit bids for the project. Eight (8) responded and six (6) of them bid on the project. The Bid Tabulation summary sheet

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was reviewed. Each bid contains a base bid price as well as prices for five (5) separate upgrades. The recommendation is to go with Lite Construction, Inc's bid and add alternative #2 which is the acoustic wall upgrade. Their bid is the lowest. Cordogan Clark states they have been working with Lite Construction for many years and have always done an excellent job. The Board discussed and asked a few questions. Trustee Damadeo brought up the alternative #3 for the laminated glazing in lieu of float glazing for the windows of the studio. She asked about what the pricing and complexity would be to do this work down the line and would it be worth it. She also questioned how four (4) of the other bids have a more reasonable price around 2K, while Lite Construction's price is 8K. Cordogan Clark suggested they could go back to Lite Construction and ask if they could reduce this price on this upgrade. If they do lower the price and the Board decides to accept, it would be processed as a change order.

Tommy Thompson motioned to accept Cordogan, Clark and Associate's recommendation to accept the bid from Lite Construction, Inc. with the additional acoustic wall upgrade and to negotiate the price for the laminated glazing in lieu of float glazing upgrade. Michelle Damadeo seconded.

All in favor.

Motion carried.

Lite Construction Inc.'s Bid Approved.

8. Director's Report

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

- The Chamber of Commerce after hours event was successful and attended by about 25 people.
- The grant paperwork for the self-checkouts was signed and the items will be ordered soon. This is a reimbursement grant so the purchase must be made before the grant funds are received.
- The decision was made to do away with radio-frequency identification (RFID) technology on materials. This will save library about \$1000 a year.
- Shannon doesn't have audit results yet, but paperwork should be ready by next month's meeting.
- A donation of several pieces of art was received. Items have been hung around the library.
- Shannon has established a good relationship with Kanopy and Giant Steps and they are in talks for strengthening the service partnership. They have talked about more autism training for staff members. Once all the staff goes through the training, the library can be included in their directory.
- Statistics are still moving along in pandemic recovery mode.
- Shannon had a follow up meeting with A-1 Landscape, and they confirmed the contract includes mulch service, but planting is not.
- A few upgrades were made in the staff room including a new coffee maker, some painting, and decorations.
- Shannon attended a Suburban Library Administrators meeting and joined the group. They have started discussions on the vaccine mandate. Shannon is still researching the topic and is not ready to make a recommendation but would also like to get the Board's input. More discussion in the future.

9. Board Representative Reports

Building and Grounds

None.

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Finance

None.

Personnel/Policy

None.

Strategic Planning

- Ryan Ivemeyer shared that 285 survey responses were received with very good feedback. Many of the comments coincide with what had come out of the focus groups, mostly on programming and materials.
- Shannon added that the timing of the survey was tricky because of the pandemic's impact on hours and programming and went through the survey results details with the Board.
- Ryan reminded everyone of the meeting with Harriett Parker tomorrow at 11:00am CST. After this meeting, they will start working on a draft of the strategic plan to share at the December meeting.

10. Friends and Foundation Reports

- None from Friends of the Library.
- Next Foundation meeting is scheduled for December.

11. Trustee Open Comments and Discussion

- None.

12. New Business

a) Approve Calendar Year 2022 Holiday Schedule

- Board reviewed the 2022 Holiday Schedule. This is the schedule of library closings.

Michelle Damadeo motioned to approve the 2022 Holiday Schedule. Pat Graceffa seconded.

All in favor.

Motion carried.

2022 Holiday Schedule Approved.

b) Approve Calendar Year 2022 Board Meeting Schedule

- Board reviewed the 2022 Board Meeting Schedule.
- Board discussed and recommended changing the December 2022 meeting to Dec 14th.

Tommy motioned to approve the 2022 Board Meeting Schedule. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

2022 Board Meeting_Schedule Approved.

c) Intergovernmental Agreement with Northlake Public Library

- This agreement will provide higher quality programming focused on Equality, Diversity, and Inclusion (EDI) through the "Illinois Libraries Present" program. The program is being piloted from January through June 2022.
- The cost is \$75, which is based on operating budget, is for six (6) events during this period.

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- About 135 libraries have already joined.

Pat Graceffa motioned to approve the Intergovernmental Agreement with Northlake Public Library. Michelle Damadeo seconded.

All in favor.

Motion carried.

Intergovernmental Agreement with Northlake Public Library Approved

d) HRA Reauthorization

- The Health Reimbursement Arrangement (HRA) plan goes by calendar year.
- It was last raised two (2) years ago.
- The recommended increase of \$200 will raise the benefit to \$1,700. This has been budgeted for.

Vivian Santos-Buch motioned to reauthorize HRA for \$1,700 per employee. Tommy Thompson seconded.

All in favor.

Motion carried.

HRA Reauthorized

13. Items for Next Month

- Director's annual performance review.
- Draft of Strategic Plan.
- Audit results.

14. Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 8:51pm.

Voice vote: all yes.

Motion passed. Meeting adjourned.