

**Minutes of the Board of Trustees  
Sugar Grove Public Library**

Regular Meeting of the Board of Trustees  
Sugar Grove Public Library District  
Wednesday, July 22, 2020

The meeting was called to order at 6:10 p.m.

**Call to Order/Roll Call and Introduction of Trustees**

Present: Brad Knetchtges, President; Joy Stokes, Treasurer; Tommy Tomson, Trustee; Michelle Damadeo, Trustee; Pat Graceffa, Trustee.

Absent: Jane Klingberg, Vice-President; Vivian Santos-Buch, Secretary.

Also Present: Shannon Halikias, Library Director; Carol Miller, Circulation Supervisor.

**Public Comment**

No comment

**Approval of Minutes**

June 24, 2020 – Regular Board Meeting

Motion made by Pat Graceffa, seconded by Michelle Damadeo.

Abstain: Stokes

Aye: Knetges, Tomson, Damadeo, Graceffa.

*Minutes of the June 24<sup>th</sup>, 2020 Meeting were approved.*

**Correspondence**

No formal correspondence. Director Halikias noted the supportive patron comments and verbal feedback about curbside and virtual services.

**Review of Financial Report**

The monthly reports were reviewed. The Library is in the 12<sup>th</sup> month of the fiscal year, and coming in slightly under budget. Zabinski consulting will be verifying all the financials before full audit, scheduled to begin in last week of August, first week of September.

Extra software purchases, laptops, online programming tools for summer reading program were expenses noted on the vendor report. Quarterly LIMRIC, Overdrive end of year invoices, Backflow inspection by Cintas were all expenses noted.

President Knetchges inquired as to what line item PPE needs are assigned to. It is placed in the line item of both furniture and building equipment. It is suggested that it is monitored for future budget planning.

## **Approval of the Check Registers**

Motion to approve – Joy Stokes. Seconded – Pat Graceffa. All aye.

*The check register in the amount of June, 2020 \$58,294.03 was approved.*

## **Director's Report**

Director Halikias discussed the efforts of staff to set up curbside delivery, curbside communicator, and how laborious the physical process was. The backflow repair was conducted as required by law. Shannon will work with a weedeater to get the grounds under control as volunteers have not been able to meet.

The new TBS scanner has arrived. Wayne is setting up new laptops.

An issue with booklice, small insects that typically like mold or damp books was discovered in copier paper and book stored on the floor. Chemwise came in immediately to assess and treat. This is very treatable, and not likely to hit the general collection. The issue has been resolved, however book donations will not be accepted until there is more time for staff to individually inspect.

## **Board Representative Reports**

- a. Building and Grounds – no report
- b. Finance – no report
- c. Personnel/Policy – service animal policy
- d. Strategic Planning - no report

Trustee Damadeo feels very strongly that the message of the Library is important to spread especially about underfunding. President Ketchges shared communicating information with other organizations and other taxing bodies.

## **Friends and Foundation Report**

No report

## **Old Business**

Director Halikias updated the Board on the latest REALM studies, staff concerns with reopening, quarantining of materials. Materials are quarantined for four days as COVID-19 may live on surfaces, and Library materials. A zoom meeting of Fox Valley Library Directors was held to discuss programming, concerns, procedures.

A map of areas, spaces and Fire Department occupancy limits was presented. The building common areas is limited to 45, however staff were uncomfortable with this limit and 25 was set. The grab-and-go dates and times were discussed, and building modifications such as holds and self-check. Halikias will serve as a concierge the majority of the times when the Library is open. Study and meeting room spaces are not available yet.

There has been significant staff anxiety for both health, safety, and potential conflicts with patrons. Luckily there has not been any major issues with limitations, or requirements for mask and sanitizing.

A guideline document for exposure and risk situations for staff was presented. Staff members will also be given the option to reduce or modify their hours if they have significant concerns about working with the public. They will not have to file FMLA. Individual situations may be discussed with the Library Director. Most of the Fox Valley area Directors are offering this option to staff members, especially in light of reduced hours and limited programming. We are still fine free, no renewals as per the consortium.

The privacy of staff was discussed in light of their personal lives and contact tracing. Halikias is not comfortable being invasive of staff members, but individual situations may be addressed. Halikias is delaying a trip in light of COVID and the Library reopening.

The Board was very appreciative and supportive of the staff efforts, and the hard work required to produce services.

The Trustees were asked for feedback for hours, services and invited to make suggestions or give guidance. Trustees supported the hours, public communication. Trustees also encouraged staff to take time off when they need it, to take their time away in order to manage stress and recharge.

Halikias praised Genna and Nancy for their organizational efforts in launching curbside, and appreciated how much work went into coordinating new services.

## **New business**

### **Review of Secretary's Minutes**

Trustees Damadeo and Graceffa reviewed the minutes. Minor additions and needs were noted.

### **Closed Session Minute Review**

The Board reviewed approved closed session minutes for consideration to release to the public. No minutes were released to the public.

Trustee Tomson motioned to retain the minutes as closed. Seconded by Trustee Graceffa. All aye.

*No minutes to be released to the public*

### **Closed Session Audio Recordings**

The Board will reviewed the dates and topics of recorded closed sessions, and per OMA vote to destroy or retain any audio recordings of closed sessions prior to 18 months of the date of the July Board meeting.

Joy Stokes motioned to destroy the audio recordings. Seconded by Trustee Graceffa. All aye.

*Recordings prior to January 2019 will be destroyed*

**Policy 440: Service Animal Policy**

Due to other duties of the evening, this policy was tabled for the next meeting.

**Walk Through and Review of Foyer Areas**

This activity was tabled to the next meeting.

**Items for next month**

Modification for unattended children policy.

Kane County elections – will it be held at the Library

**Adjourn**

Trustee Graceffa motioned to adjourn, Trustee Tomson seconded. All aye.

*The meeting was adjourned.*