

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 27, 2020

Call to Order and Roll Call

The meeting was held virtually via the Zoom platform in response to the current stay at home order (IL Executive Order 2020-32 of April 30, 2020).

President Bradley Knechtges called the meeting to order at 6:32 pm CST.

- *Present:* Bradley Knechtges (*President*), Jane Klingberg (*Vice President*), Vivian Santos-Buch (*Secretary*), Joy Stokes (*Treasurer*), Pat Graceffa (*Trustee*), and Tommy Thomson (*Trustee*)
- *Late arrival:* Michelle Damadeo (*Trustee*) (6:38pm)
- *Also Present:* Shannon Halikias (*Library Director*), Genna Mickey (*Assistant Library Director*)

Public Comment

Three (3) members of the public attended via audio. No public comment.

Pledge of Allegiance

Approval of April 22, 2020 Regular Board Meeting Minutes

Tommy Thomson motioned to approve the April meeting minutes. Michelle Damadeo seconded. Jane Klingberg abstained. Motion carried.

April 22, 2020 Regular Board Meeting Minutes approved.

Correspondence

- Several notes from patrons expressing their gratefulness to the library and their excitement about upcoming option of curbside pickup.
- Several news clippings on what other libraries are doing were sent by a patron. As a thank you, Shannon sent her some book donations. The patron in turn, was so excited, she made a \$25 donation to the library.

Review of Financial Reports

Shannon reviewed the *April 2020 Expenses by Vendor Summary* reports. Out of the ordinary transactions:

- *SWAN Library Services* (\$4,451.25) – quarterly payment.
- *Zoobean* (\$949.00) – new expenditure this month. Portal for Summer Reading program.
- *Not Specified* (\$31,341.32) – payroll. Larger than usual because it included three (3) payroll cycles.

Budget vs Actual report: we are at 10/12th of the fiscal year and tracking well.

Approval of the April 2020 Check Register

Michelle Damadeo motioned to approve the April check register in the amount of \$60,311.91. Joy Stokes seconded.

All in favor.

Motion carried.

April 2020 Check Register approved.

Director's Report

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

- April's statistics reflect the great impact the library's closure is having. It has been very challenging.

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Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 27, 2020

- On the flip side, virtual services and outlets have seen an increase. About 1,609 patrons participated in virtual programming. Social media reach also jumped. Technical Services added 141 items to virtual collection.
- Donations are still not accepted, so none are reflected in collections.
- Shannon has been working on doing a deep clean of the building. Additionally, sneeze guards have been installed on desks and PPE for staff has been ordered. Staff has also taken a PPE webinar.
- Big project now: preparing for curbside delivery, which will start on June 1st 2020. Initially, the schedule will be three days a week. This plan will be revisited every two (2) weeks. The schedule for June 1 through 13 will be: Monday 10-2; Thursday 4-7; Saturday 10-2.
- Other key projects continue to be on pause, due to the closure.

Board Representative Reports

Building and Grounds

- Fire extinguishers inspection (by Cintas) took place during closure.
- Scouts coming out occasionally to do weeding in the gardens. They bring their own tools and masks.

Finance

None.

Personnel/Policy

None.

Strategic Planning

None; everything remains on hold due to COVID-19.

Friends and Foundation Report

- No Friends report.
- Foundation held a Zoom meeting just to check in, but everything is on hold right now.

Old Business

a) **Live and Learn Construction Grant**

- The review meeting to go over all grant proposals was held. Both Shannon and Brad attended.
- Brad and Shannon explained to the Board that the grant has three (3) tiers. Our proposal fell under the “Construction/remodeling” tier. In this group, there were 16 other libraries. A panel of seven (7) evaluated each on a 10-points rubric. They took 5 to 10 minutes for each library where the panel would make comments and ask specific questions about the proposal, to the library representative.
- The panel gave our proposal a score of 8.5 and voted 6 to 1 to fund it. It is still unclear what this means and if we are getting a monetary distribution.
- Additional information is expected to be forthcoming.

New Business

a) **Reopening of the Library**

- Discussed during Director’s report. See above.

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 27, 2020

b) Financial Chronology

- Board reviewed the financial chronology for fiscal year 2020-2021 (page 27).

Pat Graceffa motioned to approve the Financial Chronology for fiscal year 2020-2021. Jane Klingberg seconded.

All in favor.

Motion carried.

2020-2021 Financial Chronology approved.

c) Working Budget for 2020-2021

- Board reviewed the Working Budget and Shannon covered the highlights of revenues and expenditures (page 36).
- However, Shannon also pointed out that any COVID and/or Illinois shut down related impacts are still unknown. If this is the case, expenditures will be adjusted as needed. Several temporary costs cuts (such as cleaning service) have already taken place.
- Shannon recommends that the document be approved today, but with the option of revisiting in the future if circumstances warrant it.

Joy Stokes motioned to adopt the Working Budget for fiscal year 2020-2021. Tommy Thomson seconded.

All in favor.

Motion carried.

2020-2021 Working Budget approved.

Items for Next Month

- Tentative Budget and Appropriation (B&A)
- Continued discussion on the pandemic impact and reopening of the library

Adjournment

Pat Graceffa motioned to adjourn the meeting at 7:52pm. Vivian Santos-Buch seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.