

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

Regular Board Meeting Minutes: Wednesday September 23, 2020

**Call to Order and Roll Call**

*President* Bradley Knechtges called the meeting to order at 6:39 pm CST.

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

**Public Comment**

No public comment.

**Pledge of Allegiance**

**Approval of August 26, 2020 Regular Board Meeting Minutes**

Pat Graceffa motioned to approve the August meeting minutes. Michelle Damadeo seconded.

August 26, 2020 Regular Board Meeting Minutes approved.

**Correspondence**

No correspondence received, but Shannon shared feedback received from patrons as they enter the library: patrons are grateful the library is open but are hoping for expanded hours of operation.

**Review of Financial Reports**

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

- *Dearborn National Life Insurance* (\$239.62) – quarterly life insurance
- *Illinois Library Association* (\$150.00) – annual membership
- *Sugar Grove Historical Society* (\$25.00) – annual membership
- *TBS* (\$1,754.00) – annual software
- *Old Second Bank* (\$1,188.05) – cardmember services
- *Not Specified* (\$31,251.33) – payroll twice

Budget vs Actual report: new line item 6180 has been added for COVID expenditures.

**Approval of the August 2020 Check Register**

Michelle Damadeo motioned to approve the August check register in the amount of \$54,069.25. Pat Graceffa seconded.

All in favor.

Motion carried.

August 2020 Check Register approved.

**Director's Report**

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

- Chamber of Commerce held two virtual meetings.

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- Grooving in the Grove discussions continue with plans for next season. The recommendation is to change the event to Thursday nights. The showmobile will be available and will be owned by the Oswego Park District.
- Submitted two components of the Kane County CARES (Coronavirus Aid, Relief, and Economic Security) Act funding; one for the period of March through September, and the second for projected expenses for the period of September through December. Notification was received that slightly under \$19,000 had been approved.
- Finished preparation of audit materials before delivering them to auditor.
- Plainfield library director is organizing a group discussion and training opportunity for libraries considering going to ballot in 2024. The first meeting will be held November 9<sup>th</sup> or 11<sup>th</sup>.
- Notification was received that the library is getting the Per Capita Grant.
- Statistics are significantly lower over last year but have started to increase from previous months.
- Light programming is returning, but full in person sessions are still on hold.

#### **Board Representative Reports**

##### Building and Grounds

- Brad inquired about winter preparations.

##### Finance

None.

##### Personnel/Policy

Later in agenda.

##### Strategic Planning

Would like to start to get back to thinking about this as we get back to a new COVID normal.

##### Friends and Foundation Report

- No Friends report.
- Foundation meeting held via Zoom. Saint Charles Library foundation representative spoke and shared very good information, especially about funds.

#### **Old Business**

##### a) Pandemic Graduated Reopening

- During the last month, an additional day (Wednesdays) was added to operations schedule. Library is currently running at around 44% of pre-COVID schedule. When compared to other libraries in the area, this is about middle of the pack. The plan for the foreseeable future is to gradually continue adding hours of operation to get us to about 60% of pre-COVID by October, having a couple of mornings, couple of afternoons and weekend hours.
- Continue to have concierge service by entrance but rotate with other staff so that Shannon is not the only one covering it.
- Would like to increase computer usage availability.
- Staffing: continue to allow scheduling flexibility.

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b) Policy 415: Addendum to Policy Governing Patron Behavior and Unattended Children

Pat Graceffa motioned to approve Policy 415. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Policy 415 approved.

**New Business**

a) Recognition of Ten Years of Service

- Board signed congratulations card and discussed gift card option to recognize Technical Service Manager Marcy Clapp's 10 years of service to the library.

b) Trustee Election Information

- Pat, Brad and Joy are up for re-election.
- Board discussed an upcoming signing event organized by the Village of Sugar Grove.

c) Trustee Election Information

- A question is circulating on should libraries be open on election day in light of Illinois Public Act 101-0642 which declared November 3, 2020 as a State holiday. This was signed by Governor Pritzker in June.
- As of today, attorneys are still evaluating, with differing opinions, and there is no clear answer. More information should be available after October 15, so the Board agreed to move this action item to next month's meeting.

d) Policy 905: Volunteer Policy

- Shannon reviewed the highlights of the policy and Board discussed.

Michelle Damadeo motioned to approve Policy 905. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Policy 905 approved.

e) Library Succession Planning

- One of the Per Capita Grant's new "suggested" requirements is that a Succession Plan be put in place.
- The Board discussed the draft but decided to postpone the vote due to three trustees being absent.

f) Trustee Walk-Through

- Also postponed due to three trustees' absences.

**Items for Next Month**

- Pandemic and Library reopening
- Trustee election
- Election day holiday
- Succession plan
- Tentative draft of levy

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**Adjournment**

Pat Graceffa motioned to adjourn the meeting at 8:06pm. Michelle Damadeo seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.