

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday October 28, 2020

The meeting was held virtually via the Zoom platform because of early voting equipment in the large meeting room and social distancing guidelines.

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:37 pm CST.

- *Present:* Bradley Knechtges (*President*), Jane Klingberg (*Vice President*), Vivian Santos-Buch (*Secretary*), and Joy Stokes (*Treasurer*)
- *Late entry:* Pat Graceffa (*Trustee*), 6:49pm
- *Also Present:* Shannon Halikias (*Library Director*) and Genna Mickey (*Assistant Library Director*)
- *Absent:* Michelle Damadeo (*Trustee*) and Tommy Thomson (*Trustee*)

Public Comment

No public comment.

Pledge of Allegiance

Approval of September 23, 2020 Regular Board Meeting Minutes

Jane Klingberg motioned to approve the September meeting minutes. Vivian Santos-Buch seconded.

September 23, 2020 Regular Board Meeting Minutes approved.

Correspondence

Letter from a patron to thank the staff for their positivity and friendliness during this time.

Review of Financial Reports

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

- *A couple of PPE related items, which will be assigned to the COVID expenditure line*

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

Approval of the September 2020 Check Register

Jane motioned to approve the September check register in the amount of \$39,553.47. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

September 2020 Check Register approved.

Director's Report

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

- Per Capita check was received and deposited.
- Study hour room, big meetings room, and café space have re-opened. Library operation hours increased as well.
- September statistics continue to be down, 26.2% less over last year. This appears to be the norm when comparing to other libraries in the area. Currently, 52.4% of population is registered.

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- Resumed regular cleaning services (Service Master). Shannon had a conversation with the vendor they reviewed service agreement. Because of the increase need of cleaning/sanitation and the vendor's explanation that they were not having enough time to clean entire building, they will now be servicing the building twice a week and adding sanitization services. This increased from \$590 to \$699. Part of this cost should be covered by the Kane County COVID grant (specifically for the deep cleaning portion).
- There is a series of upcoming webinars available to library staff and board members. The first one will be on November 11th and focus on general fundraising. All present Board members expressed their interest in participating. Shannon will proceed with registering.
- There has not been a lot of interest/inquiries for Board Election packets. Additionally, Trustee Stokes will not be running again so there will be an open Board seat.

Board Representative Reports

Building and Grounds

None.

Finance

None.

Personnel/Policy

Later in agenda.

Strategic Planning

None.

Friends and Foundation Report

- Foundation meeting held via Zoom. A fundraising letter will be sent out. They are working on details.

Old Business

a) Pandemic Graduated Reopening

- Hours have been expanded, but Sunday continues to be closed.
- Currently at 60% of typical schedule, prior to pandemic. This schedule will remain in place until after holidays.
- The already limited library staff is being stretched due to ongoing absences (quarantines, time off, etc). For this reason, additional hours of operation are not an option at this time.
- Recent study shows quarantine of library material down to three (3) days. Guidance on this topic has changed a few times during the pandemic. The library will follow this latest recommendation.

New Business

a) Election Day Holiday

- After much review by a variety of parties, of the 2020 legislation, the conclusion was that libraries have the discretion to decide if they will close or not. The apparent intent of the legislation was to allow employees time to vote. This is more impactful for organizations with large staffs (like schools, universities) but it does not have a great impact on the library staff, as many have already taken advantage of early voting.

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- Additionally, libraries that are election day polling places are closing. Sugar Grove is not an election day polling place (only early voting).
- Shannon's recommendation is to keep the library open and the Board agrees, so no action is required.

b) Resolution 28-10-2020

- This is a resolution to approve an Intergovernmental Agreement with Kane Co, regarding COVID CARES Act funding.
- The library has already received notice that application was accepted, but this resolution must be passed before funding is disbursed.

Jane motioned to approve Resolution 28-10-2020. Pat seconded.

All in favor.

Motion carried.

Resolution 28-10-2020 approved.

c) Service Master Quote for Deep Cleaning and Sanitization

- Service Master typically does carpet cleaning for the library, but this year the service must be enhanced to ensure deep cleaning and sanitation.
- The quote presented includes carpet cleaning, stripping of the foyer floor, cleaning staff room floor, disinfecting surfaces, anti-microbial protection in all high traffic surfaces.
- Shannon also asked for a quote to clear the ceiling HVAC pipes and registers found high in the ceiling (unable to reach with regular cleaning and equipment). This hasn't been done in at least 10 yrs.
- Some of the cost in the quote is accounted for in this year's budget, which has already been passed. Additionally, we should get around \$3,000 back from COVID CARES Act fund.

Vivian Santos-Buch motioned to approve Service Master Quotation. Jane seconded.

All in favor.

Motion carried.

Service Master Quotation of \$8,268.00 approved.

d) HRA Increase

- Pre-audit results show the HRA budget has a surplus of about \$4,600 (HRA amount unused by employees).
- Since there was no salary increases last year and employee benefits offerings continue to be very limited, Shannon recommends increasing HRA for next calendar year from \$1,300 to \$1,500.
- Additionally, Shannon proposes changing the eligibility rule for new hires going forward whereas the employee would be eligible for HRA if they work at least 20 hours/week. This would also align with eligibility under the PTO policy. Existing employees would be grandfathered and not have to meet the 20 hrs rule.

Vivian Santos-Buch motioned to approve the increase to the HRA amount. Joy Stokes seconded.

All in favor.

Motion carried.

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HRA Amount Increase approved.

Items for Next Month

- Pandemic and Library reopening
- Director's performance review
- Library Succession plan
- Tentative draft of levy

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 7:27pm. Joy Stokes seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.