

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday November 18, 2020

The closed session was held virtually via the Zoom platform in anticipation of the Restore Illinois Tier 3 Resurgence Mitigations Measures going into effect on November 20, 2020.

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:33 pm CST.

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

Public Comment

No public comment.

Pledge of Allegiance

Approval of October 28, 2020 Regular Board Meeting Minutes

Michelle Damadeo motioned to approve the October meeting minutes. Jane Klingberg seconded. Tommy abstained.

October 28, 2020 Regular Board Meeting Minutes approved.

Correspondence

Nothing to report.

Review of Financial Reports

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

- *Peking Insurance (\$678.38)* - D/O insurance yearly premium.
- *SWAN Library Services (\$5,112.25)* - quarterly payment
- *Not Specified (\$45,072.32)* - three payroll cycles

Approval of the October 2020 Check Register

Vivian Santos-Buch motioned to approve the October check register in the amount of \$65,808.07. Jane seconded.

All in favor.

Motion carried.

October 2020 Check Register approved.

Director's Report

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

- Received instructions from Kane County for receiving the COVID grant reimbursements.
- Early voting in October resulted in tremendous increase of traffic into the building.
- Also responded to the auditor's inquiries as part of the annual audit process.
- Circulation continues to be impacted by the closures: -34.4% than last year; -23.9% over two (2) years.

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- Cleaning of the building started. Unfortunately, because of the layout of the library (shelving units), they were unable to get a lift into the building, so a very high ladder was used.
- This month, electrician will work on the lights that went out in Café area (external walkway lights).
- Called Cintas for fire alarm battery back-up.
- Front doors motion sensor repair is needed. Doors have been malfunctioning for a long time, but after the recent strong winds storm, they are no longer properly functioning.

Board Representative Reports

Building and Grounds

Discussed during Director's Report above.

Finance

None.

Personnel/Policy

None.

Strategic Planning

Board discussed learnings from the recent fundraising webinar attended by several Board members and Shannon.

Friends and Foundation Report

- Foundation is about to do their annual appeal.
- Plan to re-write the Live and Learn construction grant with the Foundation.

Old Business

a) Pandemic Graduated Reopening

- As a result of Tier 2 Mitigation advisory that went into effect, operation hours were trimmed, and the meeting room and café are once again off-limits.
- Shannon is working with the staff schedule to move some hours to remote work.
- Although the staff wanted to go straight to curbside, the decision was made to remain open as long as possible, with the above additional restrictions.
- Two days after Tier 2 went into effect, Tier 3 restrictions were announced. At this point, the decision was made to go to curb side. Libraries in the area are also going to curbside service. Given the upcoming change in seasons and approaching winter, on Saturday, the staff will be transitioning to a model used by the Oswego and Batavia libraries. In this model, the patron will call the library once they drive up to the parking spot. The staff member will retrieve the items and place them in the covered entrance, where the patron will then pick up. This model will also serve if a full shelter in place order is announced.

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New Business

a) 2021 Holiday Schedule

- The 2021 Holiday schedule was reviewed.

Joy Stokes motioned to approve the 2021 Holiday Schedule. Tommy Thomson seconded.

All in favor.

Motion carried.

2021 Holiday Schedule approved.

b) 2021 Regular Board Meetings Schedule

- The 2021 Regular Board Meetings schedule was reviewed.

Michelle Damadeo motioned to approve the 2021 Regular Board Meetings Schedule. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

2021 Regular Board Meetings Schedule approved.

c) Audit Review

Shannon reviewed highlights from the FY 2019-2020 Audit Results.

- Fund balances grew slightly over \$15,000
- Statement of net position, grew 13% over fiscal year 2020
- Revenues drop.
- Expenses increased <1%. Shannon continues to keep expenses trim, especially considering the uncertain economic conditions of the coming year.

Tommy Thomson motioned to accept the Audit report. Joy Stokes seconded.

All in favor.

Motion carried.

Audit Report Accepted.

d) Annual Levy

- Total levy will be: \$1,494,185.
- Recommendation from the auditor is to try to capture every dollar for this year.
- We will receive confirmation in January of what we will get.

Michelle Damadeo motioned to approve the Annual Levy. Tommy Thomson seconded.

All in favor.

Motion carried.

Annual Levy approved.

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Closed Session: 5 ILCS 120/2 (1) – Annual Review of Library Director

7:49pm – Jane Klingber motioned to go into closed session. Tommy Thomson seconded.

Open Session: Annual Review of Library Director

8:30pm – Open session resumed.

Michelle Damadeo motioned to approve the annual increase of 3.5% plus a general stipend for Shannon Halikias compensation. Tommy Thomson seconded.

All in favor.

Motion carried.

Library Director Annual Raise and stipend approved.

Items for Next Month

- Pandemic and Library reopening
- Life Insurance
- Annual Report

Adjournment

Vivian Santos-Buch motioned to adjourn the meeting at 8:40pm. Tommy seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.