

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday July 28, 2021

1. Call to Order and Roll Call

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

- *Present:* Bradley Knechtges (*President*), Pat Graceffa (*Vice President*), Vivian Santos-Buch (*Secretary*), Michelle Damadeo (*Treasurer*), and Ryan Ivemeyer (*Trustee*)
- *Also Present:* Genna Mickey (*Assistant Library Director*)
- *Absent:* Tommy Thomson (*Trustee*)

2. Public Comment

Two members of the public present. One of them encouraged the library to keep up the good work.

- a. Pledge of Allegiance

3. Approval of July 7, 2021 Special Board Meeting Minutes

Pat Graceffa motioned to approve the July 7, 2021 meeting minutes. Michelle Damadeo seconded.

July 7, 2021 Special Board Meeting Minutes approved.

4. Correspondence

- Genna shared feedback from a patron who said her daughter was hesitant to participate in a recent teen craft activity, but at the end, ended up loving it.

5. Review of Financial Reports

Genna reviewed the *June 2021 Expenses by Vendor Summary* report (page 5 of packet). Transactions of note:

- *Baker & Taylor (multiple entries)* – materials
- *A1 Landscaping & Maintenance, Inc (\$2,200.00)* – general landscaping project
- *Oakbrook Mechanical (\$255.00)* – filter change
- *Not Specified (\$34,115.08)* – two payroll cycles

Budget to Actual report - we are at 12/12 (100%) of the year. Genna pointed out that some of the materials line items look like they are over budget but explained those amounts are going towards per-capita. Also pointed out that the vendor (Baker & Taylor) has been being very slow in delivery – even before the pandemic – and it impacts how the expenses look.

6. Approval of the June 2021 Check Register

Vivian Santos-Buch motioned to approve the June check register in the amount of \$63,494.26. Pat Graceffa seconded.

All in favor.

Motion carried.

June 2021 Check Register approved.

7. Director's Report

Genna reviewed Shannon's Director's Report for June to date.

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- Meeting of notes included Groovin' in the Grove planning meetings. Last month's event had to be rescheduled due to weather. It was rescheduled for tomorrow Thursday July 29th.
- Shannon watched the National Endowment for the Arts Grant webinar, from the office of Lauren Underwood, and is looking into it to see if we qualify for one.
- A lot of prep work being done for referendum readiness, including reading Before the Ballot book, and attending Community Conversations course from the American Library Association (ALA).
- The *Live and Learn Construction Grant* funds came in.
- The staff is working on the Illinois Public Library Annual Report (IPLAR) statistic for the state. Genna pointed out that these will look very different this year due to the impact of Covid.
- Circulation statistics continue to see an increase. Library visits are back in the 4K (up from 2,000). Furthermore, June is usually the busiest month of the year. There has been an increase in patron library registration as well.
- The Summer Reading Program has been going very well. More people signed up this year than last year, with about 500 registered patrons (about 300 last year). Usual number pre-pandemic was around 800.
- Wayne Lindquist, *IT/Computer Lab Manager*, has ordered new computers as part of the recent grant received. He has also been conducting research on digital studio spaces.
- Mary Clapp continues training Denise Town, new *Technical Services Supervisor*, remotely.

8. **Board Representative Reports**

Building and Grounds (discussed in Director's report)

- A-1 cleaned up the grounds. Lots of weeds were pulled.
- Filter replacement done.
- Backflow inspection done.
- Staff has been receiving lots of complaints from patrons about the increase of bird poop in the portico, right outside the library doors. The staff is aware of the issue and every day someone goes out to clean it, but birds remain there, so the issue is ongoing. Many solutions have been tried through the years to get rid of the birds who nest there, but these have been unsuccessful.

Finance

None.

Personnel/Policy

None.

Strategic Planning

- Ryan Ivemeyer shared that him and Shannon are meeting in August to start the process.
- Brad pointed out a document Shannon included in the packet (starting on Page 27) called "A Library Board's Practical Guide to Strategic Planning".

9. **Friends and Foundation Report**

- None from Friends of the Library.
- Foundation meeting was held this month. Plans for the Giving Tree for the Library's entrance continue and will be finalized in the next meeting.

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10. Old Business

a) Referendum Readiness

- Shannon and Brad met on July 8th with the Gail Borden library in Elgin via Zoom. Three (3) representatives from their library attended and walked through their learnings from their experience during their recent referendum.
- The library is much bigger than us (65 square miles and 145, 000 people served), but was in a very similar situation. The library was built in 2003 and their bonds are paid off in December 2021. They ran a “Zero tax rate increase” referendum in the March 2020 elections and passed with a 62% approval.
- They shared their suggestions for legal, financial, and marketing contacts.
- They partnered with NIU and a marketing group to run a survey about nine months before the election. About 4,000 invites were sent which resulted in about 600 responses (15% response rate). They used these responses for their marketing campaign.
- Part of the marketing campaign was coaching residents on how to better understand the language in the ballot since this can be confusing at times.
- For marketing, they did a fundraiser. \$12,000 were raised (goal was \$20,000), which came mainly from local contractors that would benefit.
- In the months leading up to the election, town hall meetings were held, although attendance was poor.
- In their website, they installed a widget that showed patrons “you’ve saved this much” whenever they checked out material.
- The staff shared a large packet of supporting documentation, including talking points they put together for their Board.

b) Live and Learn Construction Grant

- Also on July 8th, Shannon and Brad met with Cordogan Clark & Associates (architects). Last time we had met with them, and they had drawn the plans, was about 18 months ago. Since then, much has happened, including the recent flood in the café area, so they wanted to revisit their plans.
- Cordogan Clark & Associates shared that construction costs have significantly increased since, including prices for wood, stainless steel, plastic, and paint.
- The team completed a walkthrough of the library.
- The next planned step is for them to meet with the Board, hopefully in the August Board meeting.
- As far as construction timing, they are thinking the winter will work best (based on their labor resources).

c) Tentative Budget and Appropriate (B&A) Ordinance/Set date of hearing

- A draft of the B&A is on page 22. Reminder: We appropriate for more, so we can get what we are budgeting for.
- Proposed date for the hearing is: August 25, 2021.

Vivian Santos-Buch motioned to approve August 25, 2021 for the Hearing date. Pat Graceffa seconded.

All in favor.

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Motion carried.

B&A Hearing date approved.

d) Affirmation of Trustee List

- The Trustee list was reviewed.
- Brad shared that Jane Klingberg resigned from her Trustee position earlier this month. This results in a new Trustee vacancy.

e) Review of Secretary Minutes

- Michelle and Pat reviewed the open session minutes earlier this month and shared that everything looked good.

11. Items for Next Month

- Presentation by Cordogan Clark & Associates
- Review of closed session minutes
- B&A vote
- Review of IPLAR stats

12. Adjournment

Pat Graceffa motioned to adjourn the meeting at 7:33pm. Michelle Damadeo seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.