

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday June 24, 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 6:47 pm CST.

- *Present: Bradley Knechtges (President), Jane Klingberg (Vice President), Vivian Santos-Buch (Secretary), Pat Graceffa (Trustee), Michelle Damadeo (Trustee) and Tommy Thomson (Trustee)*
- *Absent: Joy Stokes (Treasurer)*
- *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 May 27, 2020 Regular Board Meeting Minutes

Michelle Damadeo motioned to approve the May meeting minutes. Jane Klingberg seconded. Motion carried.

May 27, 2020 Regular Board Meeting Minutes approved.

Correspondence

No formal correspondence. Multiple Facebook posts and comments from the community, expressing their gratitude for the library's work during the current situation, specifically with the start of curbside pickup.

Review of Financial Reports

Shannon reviewed the *May 2020 Expenses by Vendor Summary* report. Out of the ordinary transactions:

- *A1 Landscaping & Maintenance (\$2,200.00) – two month's payment. Vendor stated we were behind one payment from last fiscal year. Shannon proceeded to pay but will have the auditor review.*
- *Canon (\$811.91) – quarterly payment.*
- *Cintas Fire (\$594.14) – extinguisher inspection and replacement.*
- *SignFX (180.00) – signage in preparation for curbside pick-up.*
- *Not Specified (\$45,597.77) – payroll. Higher than usual because it included three (3) payroll cycles.*

Budget vs Actual report: we are at 11/12th of the fiscal year and tracking well.

Revenues 99.72% (even though fines, copiers, meeting rooms rentals are down)

Expenditures are also coming in on budget.

Approval of the May 2020 Check Register

Tommy Thomson motioned to approve the May check register in the amount of \$61,345.07. Pat Graceffa seconded.

All in favor.

Motion carried.

May 2020 Check Register approved.

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Director's Report

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

- Attended a significant amount of webinars related to COVID and reopening.
- Attended a call today with all the Sugar Grove taxing bodies to discuss pandemic related measures and issues.
- A lot of work in preparation for curbside pickup. It is very labor intensive.
- At the same time, continue preparations for soft opening of the library, including adaptations to the building. Additional details on separate agenda item below.
- Have been quarantining materials for seven (7) days. Recent study shows the virus may live on surfaces for three (3) days, so dropping quarantine to three (3) days, checking the item back in on the 4th day.
- Virtual programs continue.

Board Representative Reports

Building and Grounds

- Backflow test failed one (1) out of three (3), which has to be repaired (valve needs replacement).
- Installation of plastic shields.
- When Oakbrook Mechanical comes in for HVAC inspection, will ask that filters be upgraded to the highest quality as is recommended to fight the virus. Also opening dampers up to 80%, which is also recommended. Brad pointed out these adjustments may increase utility costs for a while.
- Since small groups are now allowed as part of the Illinois Phase 3 of reopening, we will put a call out for volunteers to do grounds work, specifically weed pulling.

Finance

None.

Personnel/Policy

Separate agenda items below.

Strategic Planning

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

Friends and Foundation Report

- Pat mentioned it is getting very hard to keep up with the weeds. Two weeks ago, 13 bags worth of weeds were pulled. Two (2) scouts helped Pat. Pat recommended we consider changing to grass in some areas.

Old Business

a) **Live and Learn Construction Grant**

- Library was not chosen for funding.
- We do need to move forward with a couple of items on the grant, including flooring, removal of kitchen equipment and repainting. We will revisit and asses once in person meetings are allowed and once pandemic/reopening process passes.
- Shannon recommends that we continue to apply for more grants.

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New Business

a) Reopening of the Library

- We do not yet have a written plan as discussions continue and decisions are being finalized.
- All staff attended Tuesday's RAILS webinar. Right now RAILS is also conducting a survey of all libraries and so far answers are all over the board, and they depend on resources and staff size.
- Right now planning for July 13th reopening, following the same current hours for Curbside pick-up (Monday, Thursday and Fridays), for at least two weeks before reassessing and gradually increasing hours of operation.
- There will be no seating or browsing allowed. Patrons will be asked to just come in, grab their items and checkout within 30 minutes.
- Computers will be spaced out.
- Masks will be required but there will be no temperature checks. Sanitizers will be available throughout and patrons will be asked to sanitize hands before entering.
- Signage for all of this is currently being created.
- Shannon will set up desk for herself in foyer to serve as a sort of concierge. This will help filter anyone which may become combative (i.e. refuse to wear a mask). This is one of the staffs' biggest worries.
- People counter downloaded to all staff iPads.
- Curbside pick-up will be available upon request (for example, due to health condition), but it is not sustainable as an added service for all at this time (as it is very labor intensive).
- Meeting rooms will be turned into the "quarantine room" for materials.
- Fines will probably not resume until a later date.
- Shannon will have fire inspector come in to do measuring of the usable spaces to determine the exact square footage taking into account the closed area to calculate the allowable capacity.
- There will probably not be any programming until the fall.

b) Policy 405: Face Mask Policy Addendum (page 23)

- Addendum to Patron Code of Conduct
- Standard language being used by other libraries

Jane Klingberg motioned to approve Policy 405. Michelle Damadeo seconded.

All in favor.

Tommy Thomson abstained.

Motion carried.

Policy 405 approved.

c) Statement of Organizational Values on Racism

- Shannon reviewed the proposed statement, which is being created in response to the current social unrest the country is experiencing.

Jane Klingberg motioned to approve the Statement of Organizational Values on Racism. Pat Graceffa seconded.

All in favor.

Motion carried.

Statement of Organizational Values on Racism approved.

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d) Policy 730: Donations and Gifts

- Built upon the General guidelines already in place
- Collection donations formalized

Jane Klingberg motioned to approve Policy 730: Donations and Gifts. Michelle Damadeo seconded.

All in favor.

Motion carried.

Policy 730 approved.

e) Tentative Budget and Appropriations (B&A) for FY 2020-2021 (page 30)

- The *Budget* component is in alignment with the working budget. The *Appropriation* is the amount the library is allowed to spend. It caps spending.
- The B&A Hearing is scheduled for August 26, 2020.
- Tentative B&A can be subject to revisions based on hearing.

Pat Graceffa motioned to approve Tentative Ordinance 2020-08-26. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Tentative Budget and Appropriations for FY 2020-2021 approved.

f) Review of Secretary's Minutes

- Minute's binder needs to be reviewed for this past fiscal year. Maintenance of the binder helps us maintain FOIA compliance.
- Michelle Damadeo and Pat Graceffa volunteered for the task. Shannon will reach out to them once the binders are ready for review.

Items for Next Month

- Plan a facility walk through, if meeting is held in person.
- Continued discussion on the pandemic impact and reopening of the library.

Adjournment

Pat Graceffa motioned to adjourn the meeting at 8:47pm. Jane Klingberg seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.

