

**Sugar Grove Public Library District (SGPLD)**  
**Library Board of Trustees**  
Regular Board Meeting Minutes: Wednesday April 22, 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 2020-18 of April 1, 2020).*

President Bradley Knechtges called the meeting to order at 6:38 pm CST.

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

**Public Comment**

Two members of the public attended via audio. No public comment.

**Pledge of Allegiance**

**Approval of February 19, 2020 Regular Board Meeting Minutes**

There was no March meeting due to emerging COVID-19 situation at the time.

Joy Stokes motioned to approve the February meeting minutes. Vivian Santos-Buch seconded.

Jane Klingberg abstained. Motion carried.

February 19, 2020 Regular Board Meeting Minutes approved.

**Correspondence**

None

**Review of Financial Reports**

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

- *BMI* (\$364.00) – annual license for performers, music, etc.
- *Quill Corporation* (\$78.31) – life insurance payment
- *Prairie Glen Subdivision* (\$3,010.00) – yearly HOA fees
- *Not Specified* (\$31,341.32) - payroll

March transactions:

- *Cintas Fire* (\$1,033.80) – annual dispatch (fire alarms)
- *Proquest* (\$1,460.16) – databases
- *Zabinski Consulting* (\$161.50) – some budget questions and check up on books
- *Not Specified* (\$32,028.50) – payroll

Budget vs Actual report: we are at 9/12<sup>th</sup> of the fiscal year, and tracking well.

**Approval of the February and March 2020 Check Registers**

Tommy Thomson motioned to approve the February check register in the amount of \$53,372.65 and the March check register in the amount of \$51,331.88. Joy Stokes seconded.

All in favor.

Motion carried.

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February and March 2020 Check Registers approved.

**Director's Report**

Shannon reviewed her Director's Report for February and March.

- Attended the Chamber of Commerce Board of Directors meeting and is helping them with their communication.
- Interviewed for Daily Herald article.
- Attended the by-annual Public Library Associate (PLA) conference in February in Nashville, TN.
- Great statistics for February: 20.3% increase over last year, 41.3% over two years. There's a pattern of continual growth in circulation.
- Significant growth in library visits in February; sharp decline in March due to the library's closure for half of the month. However, March saw a great increase in digital content.
- \$1,300 in donations which will be used for collections.
- Shannon also highlighted the great work the staff has been doing in quickly adapting to virtual work environment while maintaining responsiveness and high service levels to patrons.
- Other key projects had to cease in March, due to the closure.

**Board Representative Reports**

**Building and Grounds**

- Before the library closure, the next phase of the lighting fixture retrofit project was completed. One phase remains.
- Brad covered the natural gas bids and discussed key considerations when selecting a natural gas provider. When it comes to natural gas provider (not the case with electricity provider), Brad recommends selecting a shorter contract as prices are expected to continue to drop.

**Finance**

None.

**Personnel/Policy**

None.

**Strategic Planning**

None; Everything put on hold due to COVID-19.

**Friends and Foundation Report**

- The planned inaugural Foundation showcase event which was set for March 21 was postponed due to the pandemic.

**Old Business**

a) **Live and Learn Construction Grant**

- The library appears to be "in the running", but all review meetings scheduled for March were cancelled due to the pandemic.
- The future and status of the grant program is unknown. The pandemic may cause a shift in where the funds will be directed.

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**New Business**

a) Policy 950: Pandemic or Health Threat Preparedness Policy

- Shannon reviewed this new policy with the Board. Minor changes were recommended.

Pat Graceffa motioned to approve Policy 950. Tommy Thomson seconded.

All in favor.

Motion carried.

Policy 950: Pandemic or Health Threat Preparedness approved.

b) Resolution 22-4-2020: Delegation of Authority to Board President

- Resolution drafted in response to the quickly developing and changing situation with the pandemic.
- Grants the Board President the ability to make decisions on behalf of the Board in emergency situations.

Vivian Santos-Buch motioned to approve Resolution 22-4-2020. Tommy Thomson seconded.

All in favor.

Motion carried.

Resolution 22-4-2020 approved.

c) Reopening of the Library

- Reviewed the working draft of the plan for graduated reopening of the library.
- It follows Illinois Library Associate (ILA) and Reaching Across Illinois Library System (RAILS) guidelines.
- Outlines six (6) phases for the reopening process.
- There are currently 4,400 items (materials) currently checked out by patrons, and out in the community. These items will need to be quarantined upon return.

d) Working Budget for 2020-2021

- Preliminary figures reviewed for the new fiscal year starting in July.
- Library is modestly funded so expenditures are very conservative.
- The pandemic is impacting the budget, but to what degree is still unknown. For example, property taxes due dates are being delayed, so disbursements are expected to come late.

**Items for Next Month**

- 2020-2021 Budget
- Reopening of the library

**Adjournment**

Pat Graceffa motioned to adjourn the meeting at 8:19pm. Joy Stokes seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.