

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday April 28, 2021

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:46 pm CST.

- *Present:* Bradley Knechtges (*President*), Vivian Santos-Buch (*Secretary*), Joy Stokes (*Treasurer*), Pat Graceffa (*Trustee*),
- *Also Present:* Shannon Halikias (*Library Director*)
- *Late arrival (6:53pm):* Michelle Damadeo (*Trustee*)
- *Absent:* Jane Klingberg (*Vice President*) and Tommy Thomson (*Trustee*)

Public Comment

No public comment.

Pledge of Allegiance

Approval of March 24, 2021 Regular Board Meeting Minutes

Pat Graceffa motioned to approve the March meeting minutes. Brad Knechtges seconded.

March 24, 2021 Regular Board Meeting Minutes approved.

Approval of February 11, 2021 Special Board Meeting Minutes

Pat Graceffa motioned to approve the March meeting minutes. Brad Knechtges seconded.

February 11, 2021 Special Board Meeting Minutes approved.

Correspondence

None.

Review of Financial Reports

Shannon reviewed the Budget to Actual report. We are at 9/12 (75%) of the year and doing well. Expenses and Revenues are tracking well.

March 2021 Expenses by Vendor Summary reports. Out of the ordinary transactions:

- *BMI (\$732.00)* – two (2) years licensing
- *Oakbrook Mechanical (\$248.00)* – Oakbrook Expansion tank needed to be repaired
- *Prairie Glenn Subdivision (\$2,765.00)* – annual subdivision payment for lot. Previously included in the January Vendor Summary report, but paycheck was not received by vendor as there was a change in owners. January check was voided and reissued in March.
- *Not Specified (\$31,968.27)* – two payroll cycles

Approval of the March 2021 Check Register

Pat Graceffa motioned to approve the March check register in the amount of \$48,071.61. Joy Stokes seconded.

All in favor.

Motion carried.

March 2021 Check Register approved.

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Director's Report

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

- Shannon shared some staffing changes and updates, including the hire of a new Circulation Supervisor. Staffing has been a key challenge and has impacted reopening plans.
- Late Fees resumed as of April 26th.
- Other topics will be discussed in specific agenda items below.

Board Representative Reports

Building and Grounds

- Construction project continues. Additional information in agenda item below.
- Front doors experiencing intermittent sensor issues. Tech came out but found no issues at that time. However, the issues continue. For now, we will wait and see as the repair expense is high.

Finance

None.

Personnel/Policy

None.

Strategic Planning

Discussion on referendum in specific agenda item below.

Friends and Foundation Report

- Donation of petunias from PanAmerican Seed in Elburn. A volunteer has been secured to plant them.
- There has not been a Foundation meeting since last update, so no additional information at this time.

Old Business

a) Pandemic Reopening Operations

- Shannon reviewed the most recent Pandemic Reopening Update summary.
- Normal operating hours will resume on May 10th, after new staff members are in place and trained. Staff will rotate positions for a few months, at which time the plan will be revisited.
- Limited amount of sitting.
- Study rooms are now open.
- As soon as construction is done, the staff will start putting existing furniture back into the café area; periodical area will be set up as a study area.
- Planning programming will be modified. More outdoor programs, requiring masks, in accordance with CDC guidance.
- Grooving in the Grove will be held in the summer. Fencing will be used to guide people through. By entering, people will acknowledge certain requirements related to social distancing and mask usage.
- Books are no longer being quarantined.
- Meeting room use – Shannon solicited the Board's feedback on reopening the Meeting Room to the public. Board discussed and provided some feedback. The Board is concerned about the staffing limitations at this time and how reopening this service may put additional burden.

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Board also recommends that there be an acknowledgement process at the time the room is booked to acknowledge certain guidelines to be followed as well as size limitations. Consensus is to wait until at least June when staffing is stabilized.

New Business

a) Café Area Restoration

- Plumbing inspection was just completed.
- Large table put together.
- Will start moving furniture in the area next week.

b) Live and Learn Grant

- Grant was awarded to the library.
- Waiting for documentation to determine next steps.

c) Working Budget for FY 2021-2022

- Shannon reviewed the first draft of the 2021-2022 fiscal year budget (page 19 of packet).

d) Exploration of April 2023 Referendum Action

- Evaluate decision to go for an April 2023 referendum.
- Brad reviewed discussion notes on page 25 of packet, from meeting he attended with Chapman and Cutler, LLP.
- The general advice for when bonds are expiring is that the referendum marketing strategy be one of a “zero tax rate increase”. Our bond expires in February 2024.
- At this point, an April 2023 referendum may look like a yes/no vote for a onetime levy increase to \$0.27. If this passes, the action would lock in subsequent levy disbursements and future CPI increases, to a new aggregate base operating budget of approximately \$1.4M.
- If it does not pass, disbursements and CPI increases would remain tied to the current base operating budget of less than \$700K.
- Brad reviewed a proposed timeline of action items. The process would be divided into two main phases:
 - i. Exploring the option and gathering information.
 - ii. Actual work after committing to being on the ballot.

Pat Graceffa motioned to approve the Per Capita Grant submission. Michelle Damadeo seconded.

All in favor.

Motion carried.

Exploration of April 2023 Referendum Action Plan approved.

e) Strategic Plan

- Set up a working meeting with Brad and Jane to get process started.
- Upcoming RAILS Strategic Planning webinar on May 11. Trustees are invited to attend.

f) Update Trustee Listing for the 2021-2025 Period

- Will be covered in the next meeting, at which time a new Treasure should be appointed (as today is Joy Stoke’s last meeting).

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g) Walk Through

- Will be moved to the next meeting.

Items for Next Month

- Pandemic and Library reopening
- Café area remodeling project and Live and Learn grant
- Strategic Plan
- Walking tour
- Trustee Listing for the 2021-2025 Period

Adjournment

Pat Graceffa motioned to adjourn the meeting at 8:01pm. Vivian Santos-Buch seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.