

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees
Regular Board Meeting Minutes: Wednesday May 26, 2021

Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:37 pm CST.

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

Public Comment

Member of the public commented on the remodeling project and said it looks great.

Pledge of Allegiance

Approval of April 26, 2021 Regular Board Meeting Minutes

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

April 26, 2021 Regular Board Meeting Minutes approved.

Correspondence

One note received expressing appreciation for the free pantry.

Review of Financial Reports

Shannon reviewed the *April 2021 Expenses by Vendor Summary* report (page 8 of packet). Transactions of note:

- *Proquest* (\$1,460.16) - Yearly database fee.
- *TBS Today's Business Solutions* (\$2,105.00) – Annual subscription.
- *SWAN Library Services* (\$5,112.25) – Quarterly fee
- *Volkman Insurance Agency* (\$525.00) – Programming insurance.
- *Not Specified* (\$31,252.15) – two payroll cycles

Budget to Actual report. We are at 10/12 (83%) of the year and doing well.

Approval of the April 2021 Check Register

Vivian motioned to approve the April check register in the amount of \$58,436.31. Pat Graceffa seconded.

All in favor.

Motion carried.

April 2021 Check Register approved.

Director's Report

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

- Meeting of notes included Groovin' in the Grove planning meetings, candidate interviews for open Circulation position and various construction/remodeling related meetings.
- Grooving in the Grove is still planned for June.
- New Kiwanis club of Sugar Grove was formed. Shannon was selected to be on the Board as a voting member. Brad supported paying membership.

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- There has been some staff shifting and training. Mary Clapp retired (and moved away) but continues to train her backfill remotely. Genna Mickey (*Assistant Director*) is back from maternity leave. To ease her return, she is currently doing some of the work remotely.
- Circulation statistics are starting to increase when compared to last year (when it was closed) and this trend is expected to continue.

Board Representative Reports

Building and Grounds

- Landscaping will be discussed in agenda item below.
- Entrance doors are still malfunctioning at times, especially when humidity is high. Replacement of part is about \$1,000. Will continue to monitor.

Finance

None.

Personnel/Policy

None.

Strategic Planning

None. Referendum topic will be its own agenda item going forward.

Friends and Foundation Report

- None from Friends of the Library.
- Foundation working on ideas for a Giving Tree for the Library's entrance. They are very expensive.
- Foundation is also interested to hear how they can help with the referendum.

Old Business

a) Pandemic Reopening Operations

- Shannon reviewed the most recent Pandemic Reopening Update summary.
- Normal operating hours resumed on May 10th. Staff feels more comfortable and safer as more and more patrons are vaccinated.
- Some programming continues, including Story Time which has resumed, but outdoors. Planning on continuing to add programs, although with lower capacity numbers.
- Grooving in the Grove will be held this summer. The committee had a meeting this month and the grounds were measured to ensure compliance with capacity limitations. Given the size of the area, there are no concerns about even reaching capacity. Snow fencing will still be used to guide people through the grounds safely and there will be signage and announcements made. By entering, people will acknowledge certain requirements related to social distancing and mask usage. As far as time, there will be no conflict with patrons visiting the library as it will closed at that time (6pm).
- Facility use: Indoor sitting is once again allowed. sitting back in; study rooms are now open. As far as the large meeting room, the Board discussed and recommended that effective June 1st, reservations are once again allowed but only for non-profits organizations.

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b) Referendum Readiness

- This will be an ongoing agenda item going forward.
- In April, the Board voted to initiate a referendum exploration phase. The thought is to do a zero-tax increase proposal, with a target of: April 2023 (has to be done before the bonds expire).
- Not many libraries in the area are looking to do what we want to do. Batavia and New Lenox did a 0% tax increase.
- Pat Graceffa shared her findings about the school district's plans. They are going to ballot in April 2022 for funding for the high school building.
- Brad suggested we attend one of the upcoming school board meetings over the next two months, to start getting the word out.

New Business

a) Trustee Election Results and Election of Officers

- Brad Knechtges and Pat Graceffa won. Shannon confirmed they do not have to be sworn in again.
- Board positions were discussed, and decisions were made as follows:
 - Vivian Santos-Buch will continue as Secretary.
 - Michelle Damadeo will become Treasurer (position vacated by Joy Stokes).
 - Pat Graceffa will become Vice President (Jane Klingberg had expressed to Brad her desire to have someone else take this role).

Pat motioned to accept the election of officers as outlined above. Vivian seconded.

All in favor.

Motion carried.

b) List of Authorized Signers for Bank Accounts

- With the officer position updates, authorized signers' documents must be updated with the bank (Old Second).
- The new list of authorized signers will be as follows: Brad Knechtges as *President*, Michelle Damadeo as *Treasurer*, and Pat Graceffa as *Vice President*.

Pat motioned to accept the election of officers as outlined above. Michelle seconded.

All in favor.

Motion carried.

c) Café Area Restoration

- The area will now be called: the "Now Space".
- Shannon invited everyone to visit the area and look at the improvements and changes.
- Art pieces from local artists were added, as well as more artificial plants with the goal of making it a warm and inviting space.

d) Life Insurance Quotes

- Current life insurance policy is paid on a quarterly basis.
- The pandemic had an impact on people's view on their need for life insurance.
- The current life insurance plan has not been reviewed in a while.

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- Shannon reached out a while ago to the current provider (Blue Cross Blue Shield) and asked for quotes. There was a delay in receiving a response from them and very little information received. Shannon also reached out to current general insurance provider (Volkman) who recommended Principal. Following is a summary of their proposals on benefits:
 - i. Blue Cross Blue Shield:
 - 1. Class One (Director level): \$100,000
 - 2. Class Two (Manager level): \$50,000
 - 3. Class Three (other employees): \$25,000
 - ii. Principal:
 - 1. \$100,000 – for both term life as well as AD&D
- Even with rates doubling under Principal, the costs are about the same.
- Additionally, there are issues with current provider, including: lack of communication and a lot of push back on coverage issues.
- Based on the above, the library will go with Principal. New coverage would become effective next quarter (June).

Michelle Damadeo motioned to authorize going to contract with Principal Co. through Volkman Insurance. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

e) Landscaping Quote

- Shannon completed an extensive walk of the grounds with A1 Landscape Maintenance Inc. Due to the lack of volunteers and Covid, landscaping throughout has gone in disarray, with out-of-control weeds.
- A1 Landscape Maintenance Inc currently provides snow removal, spring clean up and mowing services for \$1,000.
- After the walk-thru and identification of the current needs for full landscaping services, A1 provided a quote for: \$5,950. This amount also includes removal of dead trees, edging and trimming, and mulching of all grounds.
- Shannon had previously gone out to bid for these services and A1 was the most reasonable. They are also a preferred, local vendor.
- Any volunteers that do come forward can be used for beautification purposes.
- Board discussed and agreed that there is a need for full landscaping services.

Pat Graceffa motioned to approve the A1 Landscaping Maintenance, Inc quote. Michelle Damadeo seconded.

All in favor.

Motion carried.

A1 Landscaping Maintenance, Inc quote accepted.

f) Working Budget

- Shannon reviewed the Working Budget for fiscal year (FY) 2021-2022, including revenue projections and expenditures. Budget continues to be very conservative.
- FY 2020-2021 is on track to come in by a thin margin.

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- Shannon reminded everyone that the tax levy goes by a calendar year while the library is on a fiscal year.
- Covid and pandemic related closures continue to have an impact and as a result, expenditures will remain flat as we continue to return to the “new normal”. This is also impacting projected staff increases. However, the retirement of a long-term employee allowed for a small bump on available funds.
- Proposed staff increases include 3% for managers (which includes CPI plus a small increase) and 4.9 to 7.69% for lower level to meet upcoming increases in minimum wage.

Pat Graceffa motioned to adopt working budget. Michelle Damadeo seconded.

All in favor.

Motion carried.

FY 2021-2022 Working Budget Accepted.

Closed Session: Trustee Candidate Interviews for Appointment

At 8:23pm, Vivian Santos-Buch motioned to go into close session. Pat Graceffa seconded.

All in favor.

Motion carried.

Return to Open Session: Trustee Vacancy Discussion

At 9:54pm, Michelle Damadeo voted to return to open session. Pat Graceffa seconded.

- The Board interviewed a candidate for the vacant trustee position.
- The Board will vote in open session during June’s regular Board meeting.

Items for Next Month

- Financial chronology
- Strategic plan
- Annual audit of minutes

Adjournment

Michelle Damadeo motioned to adjourn the meeting at 9:57pm. Pat Graceffa seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.