

Sugar Grove Public Library District (SGPLD)
Library Board of Trustees

Board Discussion Minutes: Wednesday June 23, 2021

Due to the lack of Board quorum, a regular Board meeting could not be held. The decision was made to proceed with an informational meeting instead, without any voting action items. As such, the agenda had to be adjusted.

1. Call to Order and Roll Call

President Bradley Knechtges called the information meeting to order at 6:54 pm CST.

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

2. Public Comment

Prospective Trustee in the public. Due to the lack of Board quorum, he will not be able to be sworn in tonight. Three other members of the public were also present.

- a. Pledge of Allegiance

3. Approval of May 26, 2021 Regular Board Meeting Minutes

Agenda item requiring vote. Will be postponed due to lack of quorum.

New Business (reordered)

4. Trustee Appointment

- Agenda item requiring vote. Will be postponed due to lack of quorum.

5. Oath of Office

- Agenda item requiring vote. Will be postponed due to lack of quorum.

6. Correspondence

- Concern received regarding the condition of the American flag outside of the library. Shannon explained that due to the high winds in the area, flags do deteriorate quicker. A replacement flag has been ordered.
- Multiple compliments received on the Groovin' in the Grove event held on the grounds on Thursday June 17, 2021. According to the Village, there were 412 people in attendance.

7. Review of Financial Reports

Shannon reviewed the *May 2021 Budget vs Actual (page 7-8 of packet)*. Closing in on end of the fiscal year. Still tracking to come in on budget.

8. Approval of the May 2021 Check Register

Agenda item requiring vote. Will be postponed due to lack of quorum.

9. Director's Report

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

- Shannon met with new the new Sugar Grove Village President, who is very much pro-library.

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- Continuing to work with Kiwanis and Chamber of Commerce and helping the Chamber on their web site.
- Work on the “policy project” is complete, with the exception of the Spending Authority policy. Shannon would like to focus now on personnel policies and redesigning the Onboarding program.
- Statistics continue to recuperate as more and more services and programs resume.
- Riley McCabe was hired for the Youth Services position. Mary Clapp continues to (remotely) train Denise Towne.
- The self-checkout machines have broken down and have been removed. Shannon explained the machines reached end of life probably four years ago, at which time the decision was made to remove the service contract (since it wouldn't cover a replacement and did not support Windows Vista, which is the software they ran on). Their usage was being stretched out since, but users were experiencing numerous problems when trying to check out.
- The staff is evaluating options. Shannon would like to get one (1) this coming fiscal year, and another one the following. The cost will probably be around \$5,000 to \$8,000, plus a service contract. It would however be worth getting the service contract since the machines will be new and any issues would be covered under the service contract.

10. Board Representative Reports

Building and Grounds (Discussed during Director's Report)

- A-1 started landscaping work this past week. Mulch is being delivered soon.

Finance

None.

Personnel/Policy

None.

Strategic Planning

None.

11. Friends and Foundation Report

- None.

12. Old Business

a) Pandemic Reopening Operations

- Shannon reviewed the most recent Pandemic Reopening Update summary.
- Summer Reading Program and In-person programming were launched. Additional programming, like Story Time, being held outside.
- All areas of the library are open with exception of the Teen Room and the Reading Room (mostly due to it being used as storage during the remodeling process).
- Face Mask Policy 405 (p. 23 of packet) – this is an amendment to the previously approved Face Mask Policy, in response to Phase 5 of Restore Illinois. These include:
 - i. The repeal of mandatory wearing of mask within the library. There will however be signage about CDC's guidelines of who should still wear masks (unvaccinated).
 - ii. Masks in the Youth Services area will be encouraged but not mandated.

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- iii. Staff Members will be required to provide proof of vaccination before they can go mask-less.

Under the Covid related Delegate Emergency Authority to the Library Board President, and in the absence of a Board quorum to vote, Brad Knechtges approved policy 405.

b) Referendum Readiness

- As part of the continued referendum research, Shannon held two meetings with neighboring libraries.
- One of them was with the New Lenox Library Director Michelle Krooswyk. They were in similar situation and went to ballot in March 2020. Their messaging was: zero tax rate increase. Michelle shared the actions they took and a lot of good insights. She is working on estimating the total costs.
- Shannon also met with Tony Lucarelli who ran both the Elgin and the Bolingbrook campaigns. For Bolingbrook, they did three mailings. He pointed out that we are in the year to do research before the year of action.
- Brad also shared his key take aways from the summaries Shannon shared:
 - We must be deliberate in aligning our messaging.
 - We should not tell people how to vote, but only give the facts. Otherwise, it could be polarizing.
 - Also liked the idea of the townhall events.

c) Strategic Planning

- Voting on Board representatives will be postponed due to lack of quorum.

d) Live and Learn Construction Grant

- Cannot vote due to lack of quorum.
- The Board already voted on submitting the grant, so Shannon will move ahead with signing the contract.
- However, before doing so, Cordogan & Clark (architects) would like to do a walk through to better understand the impact of the recent flood on the plans they created over a year ago.
- Shannon also pointed out that any unused grant funds will have to be returned to the state.

e) Trustee Assignments

- Voting on Board representative will be postponed due to lack of quorum.
- The annual minutes review was assigned to Vivian and Pat. Shannon will start getting the materials together and notify Vivian and Pat when they are ready for review.

13. Items for Next Month

- Brad recommends a special meeting for the voting action items.
- Annual audit of minutes results.

14. Adjournment

Brad adjourned informational discussion meeting at 7:54pm.