

Sugar Grove Public Library District (SGPLD)

Library Board of Trustees

Regular Board Meeting Minutes: Wednesday August 25, 2021

1. Call to Order and Roll Call

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

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

2. Public Comment

None.

- a. Pledge of Allegiance

The following agenda item was moved up to give the representatives from Cordogan Clark & Associates (architects) who attended the meeting to discuss the Live and Learn Construction Grant Project, the option to leave afterwards:

3. Old Business

a) Live and Learn Construction Grant

Representatives from Cordogan Clark shared and review revised sketches of the project plan. These had been slightly revised after the recent flood in the former café area.

- Bathroom ADA improvements remain within the scope of the project. These include sensibility features like vertical bars, which are now a requirement, as well as automatic doors openers.
- Updated sketches of the former café area include ideas for a multiuse space with adjustable furniture and new lighting.
- The old kitchen area can become a one-button studio and a small portion of the electrical room is proposed as a podcast room. Questions came up about these being soundproof. Cordogan Clark representatives explained they won't be fully soundproof, but that certain cost-effective alternatives can be done to reduce the transmission of sound. This is a budget driven decision.
- As far as impacts to traffic flow and operations during construction, the area should be easy to separate with minimal impact to patron traffic flow. Temporary partitions will be put up to separate the construction area. Brad asked about specific impact while bathroom improvements are being made. They explained it is not a long procedure and they plan on doing it while the library is closed, so again, they do not foresee high impact to operations.
- Construction is projected to be 45-60 days.
- Planned next steps, if the Board accepts the project proposal: put the project out to bid through October, award contract at the November Board meeting, start construction in January and conclude by spring 2022. Brad presented some concerns regarding possible order delays that would push back the January start date, and thus, completion date.
- The Board reviewed the project proposal (pages 37 through 44 in the packet) and agreed to move forward with the project as proposed.

Ryan Ivemeyer motioned to approve the NOW Space Proposal from Cordogan Clark and Associates.

Michelle Damadeo seconded.

All in favor.

Motion carried.

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NOW Space Proposal from Cordogan Clark and Associates accepted.

4. Public Hearing: Budget and Appropriations (B&A) Ordinance 25-8-21

- Shannon explained this is the final B&A (draft reviewed last month).
- This document is what authorizes the library to expend funds and aligns with the working budget.

Pat Graceffa motioned to authorize the B&A Ordinance 25-8-21. Michelle Damadeo seconded.

All in favor.

Motion carried.

Budget and Appropriations Ordinance 25-8-21 authorized.

5. Approval of July 28, 2021 Board Meeting Minutes

Michelle Damadeo motioned to approve the July 28, 2021 meeting minutes. Pat Graceffa seconded.

July 28, 2021 Board Meeting Minutes approved.

6. Correspondence

- Positive feedback from patrons on different programming.

7. Review of Financial Reports

Shannon reviewed the *July 2021 Expenses by Vendor Summary* report. Transactions of note:

- *A-1 Landscaping & Maintenance, Inc. (\$5,950.00)* – general landscaping
- *Demco (\$2,326.82.00)* – administrative and technical services supplies
- *SWAN Library Services (\$4,619.75)* – quarterly payment for consortium
- *US Bank (\$34,500.00)* – bond interest payment. This check was accidentally sent one month early so Kelly Zabinski will have to make the adjustments to the books.
- *Not Specified (\$34,461.59)* – two payroll cycles

This is the very first month of the new fiscal year. The new Budget to Actual report is not yet available.

8. Approval of the July 2021 Check Register

Michelle Damadeo motioned to approve the July check register in the amount of \$86,588.28. Ryan Ivemeyer seconded.

All in favor.

Motion carried.

July 2021 Check Register approved.

9. Director's Report

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

- It was a busy month with meetings, including Groovin' in the Grove, Foundation, Kiwanis and construction meetings.
- Shannon is working on some professional development.
- Per Capita Grant check received. Rebate check from flood remodeling also received.

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- Self-checkout machines were received. Working through a few kinks related to RFDI tags. Shannon wrote an additional grant through the American Rescue Act for two additional check-out machines.
- Investigating and collecting information from other libraries on vaccination mandates for library staff.
- Shannon thanked Genna for her work on redoing statistics report, which now includes more graphs and data.
- Shannon shared that there's been several incidents with teens. These were looked into and resolved.

10. Board Representative Reports

Building and Grounds (discussed in Director's report)

- Holmgren Electrics was in to replace emergency security lights up in the rafters after receiving a notice that they were not up to par.
- Conducted a detailed walk-through with custodial staff and they will be working on redoing his daily custodial checklist to include additional specific tasks including clean up of the bird poop, which continues to be an issue.

Finance

None.

Personnel/Policy

None.

Strategic Planning

- Ryan reviewed plans for Strategic Planning, including a proposed survey of the community.
- He also spoke about reaching out to Harriett Parker, Waubensee Small Business Coordinator. She assists small businesses with strategic planning, SWOT analysis, etc. Shannon shared that Harriett has previously helped the library on this topic.
- Board shared some ideas and best practices for the survey.

11. Friends and Foundation Report

- None.

12. Old Business

b) Referendum Readiness

- Shannon had a call with Jamie Rachlin from Meristem Advising, LLC. (page 45 of packet). He was recommended by the New Lenox and Batavia libraries as part of referendum readiness activities.
- The call was to understand his offerings and pricing. As part of his offerings, he would make a full assessment to specifically say what would happen if the results of the referendum are 'yes' versus what would happen if it were a 'no'. His assessment can also help in building strategic plan to include for example, when repairs will be needed.
- This expense would not be in this year's budget, but next.

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13. New Business

a) Illinois Public Library Annual Report (IPLAR)

- Standardized compilation of data from the year for the state. This same data is used to build the Library's Annual Report.
- This year's data will reflect the impact of COVID.
- Board reviewed the report.

Pat Graceffa motioned to authorize the IPLAR submission. Michelle Damadeo seconded.

All in favor.

Motion carried.

IPLAR submission approved.

b) Closed Minute Review

- Annual requirement of reviewing previously approved closed minutes and making decision on maintaining them as closed or authorize release.
- The only new closed minutes since the last review is the Director's Annual Evaluation.
- Board decided to maintain them as closed.

Pat Graceffa motioned to maintain all Closed minutes as closed. Ryan Ivemeyer seconded.

All in favor.

Motion carried.

Closed Minutes Review approved.

14. Items for Next Month

- Strategic Planning

15. Adjournment

Michelle Damadeo motioned to adjourn the meeting at 8:55pm.

Voice vote: all yes.

Motion passed. Meeting adjourned.