

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

Regular Board Meeting Minutes: Wednesday September 22, 2021

1. Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:34 pm CST.

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

2. Public Comment

- No public comment.

a. Pledge of Allegiance

3. Approval of August 25, 2021 Board Meeting Minutes

- Action item moved to next month's meeting as the minutes were not available for review.

4. Correspondence

- Library received notification from the Village of Montgomery that it is engaging in a study to create a Tax Increment Financing (TIF) District for the area of Orchard Rd and Route 30.

5. Review of Financial Reports

Shannon reviewed the *August 2021 Expenses by Vendor Summary* report (page 5 of packet). Transactions of note:

- *Principal Life Insurance Company* (\$164.98) – new insurance carrier
- Today's Business Solutions (TBS) (\$1,754.00) – annual fee
- *Not Specified* (\$32,506.89) – two payroll cycles

6. Approval of the August 2021 Check Register

Vivian Santos-Buch motioned to approve the June check register in the amount of \$49,840.94. Pat Graceffa seconded.

All in favor.

Motion carried.

August 2021 Check Register approved.

7. Director's Report

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

- Audit prep meeting held with Kelly Zabinski (Zabinski Consulting Services Inc). As the new Board Treasurer, Trustee Damadeo met with Kelly as well and went over some documents. Trustee Damadeo shared that it was helpful for her and that she will work with Kelly in the future as we get closer to referendum.
- Shannon and Genna did research and met with other library directors to solicit their feedback for the strategic planning survey. They then worked on designing the survey, which went live earlier today. There are 28 responses so far.
- Given the state directive, the library returned to mandatory indoor masks. There's been more than one incident of a displeased patron who has voiced their opinion opposing mandatory masking.

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- Issues with Baker and Taylor (book distributor) continue with delayed deliveries, incorrect orders, and incorrect billings. The staff is looking at alternatives.
- New self-checkouts were installed. Some minor issues having to do with book tags/barcodes being old and not recognized by the new system.
- A grant application has been submitted for two (2) additional self-service checkouts.
- The library received a donation of a 10' tree, which would have to be picked up in Dundee this coming Friday. However, there is no way to get the tree, transport it to Sugar Grove and plant it. Shannon did send an inquiry to Morton Arboretum to get their thoughts. It is also unclear who made the donation to the library.
- Planning for Groovin' in the Grove 2022 has been completed.

8. Board Representative Reports

Building and Grounds

- Brad brought up landscaping services (provided by A-1 Landscape Maintenance). Shannon shared with the Board that the most recent bill came in with a \$600 increase. Shannon advised that the library cannot sustain such an increase. Contract renewal is coming up in November, so Shannon requested meeting to discuss.
- Brad asked Shannon to refresh Board on winter snow removal services. Shannon reviewed the plan for snow removal. Brad also brought up fall. Shannon confirmed A-1 also takes care of leaf pick up.

Finance

None.

Personnel/Policy

None.

Strategic Planning

- Ryan Ivemeyer shared that the survey went out and he is pleased to learn that there already are 28 responses.
- He has spoken with the Harriett Parker Waubensee Small Business Coordinator who has previously helped the library. She assists small businesses with planning, SWOT analysis, etc. He has tentatively scheduled a meeting with her for Thursday November 18 at 11:00am.

9. Friends and Foundation Reports

- None from Friends of the Library.
- Foundation meeting was postponed until the end of the month.
- There's been two or three donations of about \$100 this month.

10. Trustee Open Comments and Discussion

- Pat added that the strategic planning survey was very nice.
- Brad shared that he recently visited the Gail Borden library in Elgin.
- He also recently re the Winning Elections and Influencing Politicians for Library Funding book and shared his insights.
- Finally, Brad brought up the topic of the Trustee Vacancy. Board discussed and would like to move forward with announcing the vacancy and seeking interested patrons.

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11. **Old Business**

a) **Live and Learn Construction Grant**

- There's a meeting on Friday with Cordogan Clark & Associates (architects) so more information is expected then, including how construction may impact the Winter Market.
- The staff is working on the quarterly report to the state.

b) **Rescind Ordinance 25-8-21 to amend due to scriber's error**

- Ryan had brought up some concerns.
- Shannon reviewed with Kelly Zabinski and adjustments were made on statement estimations, but the end amount stayed the same.

Pat Graceffa motioned to rescind Ordinance 25-8-21. Ryan Ivemeyer seconded.

All in favor.

Motion carried.

Ordinance 25-8-21 rescinded.

c) **Ordinance 2022-9-22 Budget and Appropriation Ordinance**

- Revised ordinance.

Vivian Santos-Buch motioned to approve Ordinance 2021-9-22. Ryan Ivemeyer seconded.

All in favor.

Motion carried.

Ordinance 2021-9-22 approved.

d) **Adoption of Certified Estimate of Revenue by Source**

Pat Graceffa motioned to adopt Certified Estimate of Revenue by Source. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

Certified Estimate of Revenue by Source adopted.

e) **Resolution to Determine Estimate of Funds Needed**

- It is the same that we have seen in our B&A estimation. State requires us to present the same info in different ways.

Pat Graceffa motioned to approve Resolution to Determine Estimate of Funds Needed. Ryan Ivemeyer seconded.

All in favor.

Motion carried.

Resolution to Determine Estimate of Funds Needed approved.

12. **Items for Next Month**

- August minutes

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13. Adjournment

Pat Graceffa motioned to adjourn the meeting at 7:25pm.

Voice vote: all yes.

Motion passed. Meeting adjourned.