

## Sugar Grove Public Library District (SGPLD)

### Library Board of Trustees

Regular Board Meeting Minutes: Wednesday February 23, 2022

#### 1. Call to Order and Roll Call

President Bradley Knechtges called the meeting to order at 6:30 pm CST.

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

#### 2. Public Comment

- No public comment.

a. Pledge of Allegiance

#### 3. Approval of Meeting Minutes (Multiples)

- a. January 26th, 2022 Regular Meeting
- b. January 26<sup>th</sup>, 2022 Regular Meeting - Closed Session #1
- c. January 26<sup>th</sup>, 2022 Regular Meeting - Closed Session #2

Pat Graceffa motioned to approve the three January 26, 2022 meeting minutes. Ryan Ivemeyer seconded.

Three Sets of Meetings Minutes for January 26<sup>th</sup> 2022 Approved.

*New Business (reordered)*

#### 4. Trustee Appointment

Allison Short was appointed to the vacant Trustee position.

#### 5. Oath of Office

Allison Short took the oath of office.

*Regular Agenda resumes*

#### 6. Correspondence

- A few congratulatory notes to Genna on her promotion to the Director position.

#### 7. Review of Financial Reports

Genna Mickey reviewed the *January 2021 Expenses by Vendor Summary* report. Transactions of note:

- *Oakbrook Mechanical* (\$11,290.00) – annual contract plus several fixes
- *Jessica Raye* (\$13.92) – mileage reimbursement
- *Sugar Grove Chamber of Commerce* (\$325.00) – annual dues (based on org size)
- *Correct Monitoring Services* (\$720.00) – alarm system
- *Not Specified* (\$31,773.24) – payroll

Tracking good for budget. 57% through the year.

#### 8. Approval of the January 2022 Check Register

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Vivian Santos-Buch motioned to approve the January check register in the amount of \$66,288.62. Pat Graceffa seconded.

All in favor.

Motion carried.

January 2022 Check Register Approved.

#### 9. **Director's Report**

Genna reviewed her Director's Report for January/February.

- Genna attended SWAM consortium meeting on February 1<sup>st</sup>. Some fees went up a little bit, but it is still much more economical than not being in consortium. Genna provided an overview of the fee structure.
- Genna also completed the 'Library Director Crash Course' training and thought it was very good.
- There will be a new URL for the Catalogue (Aspen). The staff is completing training and a soft release is planned for March 8<sup>th</sup>. The new catalogue has a number of new features.
- Interviews for the Adult & Teen Services Manager vacancy were conducted and offer made. New manager will be starting on 03/21/22.
- Genna also met with each of the department managers to talk about goals.
- The current masks policy, which is an addendum to the Patron Behavior policy, states that masks will not be enforced if the IL Department of Health is not requiring them. With the upcoming lift of the IL masks mandate on February 28<sup>th</sup>, signs will be updated stating that masks are recommended.
- Statements of Economic Interests are due on May 1<sup>st</sup> and email notifications are expected to come out soon. The Form has had substantial changes to reflect the amendments to Public Act 102-0664 that became effective January 1, 2022. Legal recommendation at this point is to wait to complete the form until further guidance is provided. This guidance is expected from the Secretary of State's office.

#### 10. **Board Representative Reports**

##### Building and Grounds

- None.

##### Finance

- In communication with accountant to schedule quarterly review.

##### Personnel/Policy

- None.

##### Strategic Planning

- None.

#### 11. **Friends and Foundation Reports**

- Foundation meeting talked about having a grand opening for NOW space.
- Also, conversation about donor tree for the entrance hallway.
- Street View, by Google Maps, offers panoramic interactive views of addresses. There's an option to provide professional pictures to represent the library. There are plans to get this done once the NOW space is open. The pictures would probably be scheduled for a time the library is closed.

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**12. Trustee Open Comments and Discussion**

- Allison asked if there had been more mask protests as the one Genna shared during the last meeting. Genna said there had not been, probably due to the fact mask mandate is being lifted anyway.

**13. Old Business**

a. Live and Learn Construction Grant - NOW Space

- The construction is almost done.
- Genna reviewed a change in the chair order (page 38-39 of packet).
- The doors and windows order is very delayed. In the meantime, a painted plywood will be set, so that at least the staff can start getting in to organize and plan.

b. Affirmation of Trustee List

- Trustee List was reviewed.

c. Per Capita Grant

- The grant application was submitted on time.

d. Resolution 2022-02-23 NIMEC Bid Authorization

- Currently, NIMEC is negotiating electricity rates for a number of businesses, including the Library.
- It'll be a three (3) years rate.
- This resolution says that Genna is allowed to sign off on the contract for the lowest bid.

Vivian Santos-Buch motioned to approve Resolution 2022-02-23. Allison Short seconded.

All in favor.

Motion carried.

Resolution 2022-02-23 Approved.

e. Closed Minutes Review

- Action item being tabled for a future meeting.

**14. Items for next month**

- Closed Minutes review
- Swearing in of new trustee
- Walk through of new NOW space, if ready

**15. Adjournment**

Pat Graceffa motioned to adjourn the meeting at 7:28pm. Ryan Ivemeyer seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.