ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
AUGUST 28, 2019
7:00 P.M.
(Immediately following the Budget & Appropriation Hearing)

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday August 28, 2019 at the Harnish Library.

All packets were distributed on Friday, August 23, 2019 and an agenda was posted in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 7:13 p.m. by President McGuire.
Those answering roll call were Trustees Athmalingam, McGuire, Medrano-Sanchez, Mejia, Schaaf, and Smith. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele, and Marketing Coordinator de Lima. Trustee Pelke arrived at 8:00 pm.

AUDIENCE TO VISITORS
There were no visitors.

APPROVAL OF THE MEETING MINUTES OF JUNE 26, 2019
President McGuire requested that the minutes be amended to more accurately reflect her statement that services at the Eastgate Branch are important and we need to proceed in a fiscally responsible manner. A motion to approve the minutes of the June 26, 2019 Board of Trustees amended to include President McGuire's statement of support of the Eastgate Branch Library was made by Vice President Schaaf and seconded by Trustee Medrano-Sanchez.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Schaaf, and Smith
Nays: None
Absent: Pelke
Abstain: None

APPROVAL OF CONSENT AGENDA
A motion to Approve the Consent Agenda containing the June and July 2019 Financial Statements and the Acceptance of the 2018-2019 Illinois Public Library Annual Report was made by Vice President Schaaf and seconded by Trustee Athmalingam.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Schaaf, and Smith
Nays: None
Absent: Pelke
Abstain: None

APPROVAL OF THE JULY AND AUGUST DISBURSEMENTS
A motion to approve the June, July and August 2019 Disbursements as presented was made by Vice President Schaaf and seconded by Treasurer Mejia. The motion passed by roll call vote 6/0.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Schaaf, and Smith
Nays: None
Absent: Pelke
Abstain: None

PRESENTATION OF MARKETING PLAN
Marketing Coordinator de Lima presented a brief overview of the Marketing Plan that he constructed. He discussed the importance of the plan working to benefit the entire organization allowing the staff to contribute while promoting and maintaining the branding of the Library's marketing.

Vice President Schaaf shared a general observation and would like to see the Marketing Plan under the umbrella of the Strategic Plan's objectives. He applauded Marketing Coordinator de Lima on his plan and his efforts. Treasurer Mejia wanted to better understand the tiering of the marketing. President McGuire inquired if the plan can have dedicated efforts to increase attendance in certain groups. President McGuire thanked Marketing Coordinator de Lima.

APPROVAL OF REIMBURSEMENT FOR TRAVEL, MEAL AND LODGING EXPENSES
There was no reimbursement presented.

Trustee Pelke arrived at 8:00 pm.

APPROVAL OF POLICIES
Assistant Director Dolin informed the Board that there is not an updated 2040 Policy Wage Scale policy at this time. She wanted to be sure the numbers align with what the Board would like before we formalize it into a formal document. We are looking at the new minimum wage and benchmarking and we are trying to stay ahead of that for July 1, 2020 budget year. We are also proposing to make paygrades, possibly collapse some positions into one grade, and possibly create tiers based on the level of skill a position. There have been some changes to some of the positions as far as benchmarks go and there will possibly be changes to the current numbers. The policy was tabled for further review by the Policy Committee. President McGuire requested that the information be sent to the Board prior to the Policy Committee Meeting in order to review so they can provide an informed decision.

Vice President Schaaf requested that the policy be amended to reflect a timetable for proactive pest control. A motion to approve Policy 3064 Pest Control as amended was made by Vice President Schaaf and seconded by Trustee Athmalingam.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

ADOPTION OF ORDINANCE NO. 2019-2020-101, A COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR LIBRARY PURPOSES FOR FY 2019-2020
Executive Director Murray presented a draft of the Ordinance for the Board's consideration. The final B&A Ordinance varies from the previously approved Tentative B&A Ordinance only in clerical corrections. All budget and appropriation amounts remain unchanged between the tentative and final B&A documents. A motion to adopt Ordinance No. 2019-2020-101, a Combined Annual Budget and Appropriations Ordinance for Library Purposes for FY 2019-2020 was made by Treasure Mejia and seconded by Vice President Schaaf. The motion passed by roll call vote 7/0.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF CERTIFIED ESTIMATE OF ANTICIPATED REVENUES
A motion to approve Certified Estimate of Anticipated Revenues was made by Treasurer Mejia and seconded by Vice President Schaaf. The motion passed by roll call vote 7/0.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

ADOPTION OF ORDINANCE No. 2019-2020-102, AN ORDINANCE DETERMINING TO LEVY TAXES FOR FY 2019-2020 AN ADDITIONAL TAX OF UP TO .02% OF EQUALIZED OR ASSESSED VALUE OF TAXABLE PROPERTY FOR PARTICULAR BUILDING AND EQUIPMENT PURPOSED IN ACCORDANCE WITH 75 ILCS 16/35-5(b)

A motion to approve the Adoption of Ordinance No. 2019-2020-102, An Ordinance Determining To Levy Taxes For FY 2019-2020 An Additional Tax Of Up To .02% Of Equalized Or Assessed Value Of Taxable Property For Particular Building And Equipment Purposed In Accordance With 75 ILCS16/35-5(b) was made by Vice President Schaaf and seconded by Trustee Athmalingam. The motion passed by roll call vote 7/0.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF AUDIT CONTRACT

A motion to approve the one-year Audit Contract presented by Sikich was made by Trustee Medrano-Sanchez and seconded by Treasurer Mejia. The motion passed by roll call vote 7/0.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

CLOSING OF ILLINOIS FUNDS ACCOUNTS

A motion to close the ePay and Bond & Interest Illinois Funds accounts was made by Trustee Pelke and seconded by Treasurer Mejia. The motion passed by roll call vote 7/0.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

AGREEMENT TO UPDATE THE INVESTMENT ACCOUNTS

Executive Director Murray explained to the Board that the signatures lines needed to be updated to remove former Director Stephen Bero and President McGuire and to include herself, Assistant Director Dolan and Treasurer Mejia. A motion to update the Investment Accounts was made by Vice President Schaaf and seconded by Medrano-Sanchez. The motion passed by roll call vote 7/0.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

TRUSTEE REPORTS

Trustee Pelke is interested in attending the ILA Conference and in shadowing staff to learn more about how the library operates. Trustee Athmalingam will not be at the September and October regular Board Meetings due to another engagement. Vice President Schaaf reported that the Friends of the Library made over $6200 at their July book sale and that the Friends will be gifting the Library with $12,000 this fiscal year. Trustee Medrano-Sanchez helped at the book sale and wished everyone a happy Labor Day. Secretary Smith is interested in attending the ILA Conference and is excited about the new Marketing Plan. President McGuire inquired about the Founders Days festival and noted that the Board will need to plan an Executive Session in September to begin the process of the evaluation of the Executive Director.

STAFF REPORTS

Executive Director Murray gave an update on the TDAmeritrade investment accounts, shared the educational requirements for the FY20 Illinois Public Library Per Capita Grant, and listed expected charitable events for the end of the 2019 calendar year. Executive Director Murray also reported that a video game display and circulation process has changed due to recent theft, and that a patron is currently banned from the Library after selling circulating library materials to a resale store. The ILA Conference Trustee Day will be on Thursday, October 24, 2019.

CORRESPONDANCE

A letter and certificate from Kane County Breastfeeding Coalition recognizing both locations of the Algonquin Area Public Library for Bronze Level Recognition as Breastfeeding-Friendly Workplaces.
A thank you letter from Light of Christ Preschool to Early Literacy Educator Storm for programs offered.
A letter to the Youth Services department thanking them for doing an amazing job with the summer reading program
A letter from the Village of Algonquin Police Chief Bucci to Librarian Donahue thanking her for her time and resources given to the 2019 National Night Out celebration.

EXECUTIVE SESSION 5 ILCS 120/2.06(d) SEMI-ANNUAL REVIEW OF CLOSED MEETING MINUTES

A motion to adjourn to Execution Session 5ILCS 120/2.06(d) at 9:51 pm for the Semi-Annual Review of Closed Session Meeting Minutes was made by Secretary Smith and seconded by Trustee Pelke.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

Return to open session at 9:59 pm.

APPROVAL OF EXECUTIVE SESSION MINUTES TO REMAIN CLOSED

A motion to keep all currently closed Executive Session Minutes, including those from February 27, 2019, closed was made by Vice President Schaaf and seconded by Treasurer Mejia.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

ADJOURNMENT

A motion to adjourn at 10:01 p.m. was made by Secretary Schaaf and seconded by Trustee Pelke.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

ATTEST:

_____
Secretary

_____
President