ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
December 4, 2019
7:00 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, December 4, 2019 at the Harnish Library.

All packets were distributed on Friday, November 29, 2019 and an agenda was posted in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 7:00 p.m. by President McGuire.
Those answering roll call were Trustees Athmalingam, McGuire, Mejia, and Pelke. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele, and PR/Marketing Coordinator DeLima. Trustees Schaaf and Smith were absent. Trustee Pelke was appointed Secretary pro tem. Trustee Medrano-Sanchez arrived at 7:06pm.

AUDIENCE TO VISITORS
Bartlett Public Library Trustee Joe Olson was in attendance.

CONSENT AGENDA
A motion to approve the consent agenda containing the approval of the December 4, 2019 Board of Trustees Meeting Minutes, the October 2019 Financial Statements, and the Paid Holidays and Closings 2020 was made by Treasurer Mejia and seconded by Trustee Pelke. The minutes from the September 25, 2019 Executive Session and October 23, 2019 Executive Session were removed from the Consent Agenda to be reviewed at the next Executive Session.

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

APPROVAL OF THE OCTOBER 2019 AND NOVEMBER 2019 DISBURSEMENTS
A motion to approve the October 2019 and November 2019 Disbursements was made by Treasurer Mejia and seconded by Trustee Pelke. There was some discussion. The motion passed by roll call vote.

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

APPROVAL OF REIMBURSEMENT FOR TRAVEL, MEALS, AND LODGING EXPENSES
Trustee Medrano-Sanchez arrived at 7:06 pm
A motion for Approval of Reimbursement for Travel, Meals, and Lodging Expenses for Travel Expenses in the amount of $92.92 each to attend the ILA Conference for Trustees Schaaf and Pelke and Travel Expenses in the amount of $51.33 to attend Trustee Training for Treasurer Mejia was made by Treasurer Mejia and seconded by Trustee Pelke. The motion passed by roll call vote.

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

APPROVAL OF CONTRACT WITH PINPOINT COLLECTIVE

There was some discussion. After legal review by the Library's counsel, the Board is pleased with the changes made to the contract. The motion to approve the Contract with Pinpoint Collective with the agreed upon modifications was made by Treasurer Mejia and seconded by Trustee Pelke. The motion passed by roll call vote.

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

ACCEPTANCE OF THE AUDITED FINANCIAL STATEMENT FOR FISCAL YEAR ENDED JUNE 30, 2019

Executive Director Murray informed the Board that the final documents will be drawn up by Sikich once the draft is approved. A motion for Acceptance of the Audited Financial Statement for Fiscal Year Ended June 30, 2019 was made by Trustee Pelke and seconded by Treasurer Mejia. The motion passed with no opposition.

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

APPROVAL OF CERTIFICATES OF STAUS OF EXEMPT PROPERTY

Executive Director Murray will inform the Board when the document arrives for signature. The motion to approve the Certificates of Status of Exempt Property was made by Trustee Medrano-Sanchez and seconded by Treasurer Mejia. The motion passed with no opposition.

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

APPROVAL OF POLICIES

A motion to approve Policy 3036: Notary Services, Policy 3050: Meeting Rooms, and Employee Policy 105: Non-discrimination and Anti-Harassment was made by Trustee Pelke and seconded by Treasurer Mejia. The motion passed with no opposition.

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

COMMUNITY SHARE eBOOKS PROJECT

Executive Director Murray shared with the Board that we will be working together with Fox River Valley and Ella Johnson to curate an eBook collection that will be available to our patrons and directly to the students in D300. We will have the purchasing power and collaboration between three public libraries. The school districts' collection is very limited and this will enhance their collection. The intergovernmental agreement and memorandum of

understanding outlines how the three libraries and the school district will share the collection for the students. The proposed timeline is that it will be approved in January with a roll out to students in September 2020.

PER CAPITA GRANT REQUIREMENTS

The Board reviewed the Appendix and Chapters 12 – 14 of the Trustee Fact File. Genealogical and Local History Associate Cajacob presented the Digital Public Library of America and Illinois Digital Archives resources for the Board.

ACCEPTANCE OF PUBLIC LIBRARY PER CAPITA GRANT FY 20 APPLICATION

A motion for acceptance of Public Library Per Capita Grant FY20 Application was made by Trustee Pelke and seconded by Treasurer Mejia. The motion passed with no opposition.

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

STAFF REPORTS

There was some discussion. We had our third annual Library Loop 5K with sponsorship, donation, and registrations totaling $10,000. Winter Reading Program – Feed Your Need to Read runs from December 16 through February 7. Adult Services Manager McCallum discussed the upcoming After Hours 1920s Speakeasy Themed Murder Mystery program scheduled for February 22, 2020. It will be a ticketed event that will serve adult beverages with a two drink limit. The Library Staff Recognition In-service will be December 13, 2019. Six staff members will be receiving awards for longevity and all employees will enjoy a catered breakfast. Michael Figueroa from ALA Center for the Future of Libraries will give a presentation on Library Trends and Changes. Executive Director Murray shared with the Board that she met with John Shales regarding improvements to the public bathrooms at the Harnish Library.

TRUSTEE REPORTS

Treasurer Mejia attended a financial program and mentioned he would have liked it to be more in depth. He encouraged the Board to participate in these opportunities. He brought to their attention resources we have and that we continue to be the best stewards possible of our resources.

Trustee Medrano-Sanchez rode in the Library's new van to the ILA Conference in Tinley Park. She enjoyed attending the ILA Conference.

Trustee Athmalingam discussed the Citizen's Police program and encouraged the Board to consider participating in the program.

Trustee Pelke discussed his participation in the Library's Veteran's Day Celebration. He enjoyed his 101 Library tour of the departments and the information he gathered during the tour. He also attended the ILA Conference. He brought back ideas from the conference for our Library's Makerspace.

President McGuire reminded the Board that the current Strategic Plan goes to 2021. She proposed to the Board a Board Retreat in April to discuss larger goals and identify gaps.

CORRESPONDENCE

A letter sent by Roger Ritzman regarding Levy Ordinance Reminders

A Certification of 3/5 Majority Vote Form sent by Illinois State Comptroller Susana A. Mendoza

An email containing kudos for Library Associate Stewart's and Branch Manager Chiappone presentations with their Book Clubs

ADJOURNMENT

A motion to adjourn at 8:33 pm was made by Trustee Medrano-Sanchez and seconded by Treasurer Mejia. The motion passed with no opposition

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

APPROVED:

President

ATTEST:

Secretary