ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
March 18, 2020
7:00 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, March 18, 2020 at the Harnish Library.

All packets were distributed on Friday, March 13, 2020 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 Athmalingham (Remotely) McGuire, Mejia, Pelke, Schaaf, and Smith (Remotely). Trustee Medrano-Sanchez was absent. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele (Remotely).

AUDIENCE TO VISITORS
No visitors were present

APPOINTMENT OF SECRETARY PRO TEM
President McGuire observed that Secretary Smith was attending the meeting remotely, which might make it challenging to take the minutes. She appointed Vice President Schaaf as secretary pro tem. All motions will be decided by roll call vote.

CONSENT AGENDA
A motion to approve the consent agenda containing the February 19, 2020 Board of Trustees Meeting Minutes and the February 2020 Financial Statements was made by Vice President Schaaf and seconded by Treasurer Mejia. Motion passed with a roll call vote

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

APPROVAL OF THE FEBRUARY AND MARCH 2020 DISBURSEMENTS
Several refunds were made for the Murder Mystery at 2600 program. This was due to EventBrite fees that were originally charged to patrons at registration and later absorbed into the registration fee. The refunds were to the patrons who paid the fees. A motion to approve the February and March 2020 Disbursements was made by Trustee Mejia and seconded by Vice President Schaaf. Motion passed with a roll call vote.

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

NATIONAL LIBRARY WEEK RESOLUTION
President McGuire read aloud the resolution regarding National Library Week, which will be from April 19-26, 2020. A motion to adopt a resolution for National Library Week was made by Trustee Pelke. Seconded by Vice President Schaaf. The motion passed by roll call vote.

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

BATHROOM CONSTRUCTION PROJECT

Executive Director Murray reported that the Bathroom Renovation project is proceeding on or slightly ahead of schedule due to the ability to perform noisy work well into the day because there are no patrons in the building. Work will continue as long as contractors allow their workers to report. Brooke Irving from Shales-McNutt will let workers in and get them started in the early hours of the morning and secure the construction area after they leave for the day. She will secure the building as well if no library staff members are present. The tile that was chosen for the floor has been discontinued. A plank style tile in a similar color was chosen as a substitute option.

Trustee Medrano-Sanchez arrived at 7:11pm.

PANDEMIC RESPONSE PLAN (PRP)

The Board Retreat is scheduled for April 18, and as the date approaches may be rescheduled or cancelled if necessary.

Executive Director Murray has been keeping the Board apprised of the CoVid-19 situation as it applies to the library. The Library is currently at Level 3 in the PRP, which is closed to the public and running reduced services. She recognized that it might have felt to trustees that the library moved very quickly to reduce services and close the building. The trustees expressed their support for Executive Director Murray and the staff, thanking them for providing the services thus far, and asking that everybody stay safe. The Library will move to Level 4 (closed to public and staff) at or before 5pm on Friday, March 20 and remain closed until April 5 unless directives come down that extend the timeline. The Board recommends following the guidelines of the Governor and CDC or local officials. Services were ramped down to prepare the public and have an orderly system for the staff. We will consider ramping services back up again to ensure that the service model is orderly and to enable safe handling of materials. Staff will be paid according to their normal schedules during the closure and will work from home if possible.

STAFF REPORTS

The Murder at the 2600 Club was a huge success. Many people have asked when we will do it again. The Library's 100th Anniversary is next year and we are already planning for an event of this kind along with other celebrations that will appeal to all ages. Trustees asked that Tara Cajacob be recognized for her efforts and leadership in our first event of this kind. Executive Director Murray will teleconference with PinPoint tomorrow morning and share names of resident provided by the Stakeholder group for them to interview for the project. Work has been slowed by the CoVid-19 situation. They are still working on the first pin in the project and have agreed to a new timeline for finishing.

Treasurer Mejia asked about our investments with Ehlers. Executive Director Murray left a message with them today and will follow up to ensure that we stay abreast of the changing financial environment.

CORRESPONDENCE

None.

TRUSTEE REPORTS

Secretary Smith expressed his support for the staff and their families and asked that they be safe.
Trustee Athmalingham asked about specific measures being taken to protect staff who are handling materials. Executive Director Murray reviewed the measures from the PRP, many of which have been in place since we moved to Level 2.
Trustee Pelke reported statistics he received from a former colleague. He feels everyone is over-reacting.
Trustee Medrano-Sanchez expressed support for the staff and is in favor of staying closed. She expressed concern for the safety of the buildings and residents who might be returning materials at both location and asked if increased police surveillance has been requested. Executive Director Murray said no additional services have been requested.
Vice President Schaaf presented the signed Friends agreement and reported that the book sale made $5,400. He also reported that one of the Cary Area Library Friends had given him a copy of a recent community survey. He asked about the review of Executive Session Minutes from last month. They were tabled until the April 22, 2020 meeting.
Treasurer Mejia expressed appreciation for the staff who have continued to report to work and provide services during this challenging time, and especially for Executive Director Murray, who has provided

outstanding leadership for the Board and Staff. He asked that staff, please, be safe and follow the recommendations coming out of the CDC, Governor's Office, and the World Health Organization. President McGuire reiterated that the safety of the staff and community are the top priority and recommended prudence about how much news to take in. She wants Executive Director Murray and the staff to know they have the Board's support and asked that we take care of ourselves and each other. Stay in touch by phone, text, or social media. Check in on people who are in quarantine alone.

The next scheduled meeting is for April 22, 2020, and will be held via Google Meet if necessary.

ADJOURNMENT

A motion to adjourn at 8:15 pm was made by Secretary Smith and seconded by Vice President Schaaf.

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

APPROVED:

_____
President

ATTEST:

_____
Secretary