ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
April 22, 2020
7:00 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, April 22, 2020 via Zoom.

All packets were distributed on Friday, April 17, 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 remotely were Trustees Athmalingham McGuire, Mejia, Pelke, Schaaf, and Medrano-Sanchez. Trustee Smith was absent Also present remotely were Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele.

AUDIENCE TO VISITORS
Joe Olson, Bartlett Trustee, attended remotely. There were no public comments.

APPOINTMENT OF SECRETARY PRO TEM
President McGuire appointed Vice President Schaaf as secretary pro tem. All motions will be decided by roll call vote.

CONSENT AGENDA
The Budget and Levy Calendar is a guideline and may need to be adjusted due to CoVid-19. There is time built in should an item need to be moved to a later meeting. A motion to approve the consent agenda containing the March 18, 2020 Board of Trustees Meeting Minutes, Budget and Levy Calendar FY 2020-2021, and the March 2020 Financial Statements was made by Vice President Schaaf and seconded by Trustee Pelke. Motion passed with a roll call vote

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

APPROVAL OF THE MARCH AND APRIL 2020 DISBURSEMENTS
The credit card bill was higher than normal due to two months payments being included in the same disbursement report. A motion to approve the February and March 2020 Disbursements 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 Medrano-Sanchez
Nays: None
Absent: Smith
Abstain: None

APPROVAL OF THE RESOLUTION 2020-01 DELEGATING AUTHORITY TO EXECUTIVE DIRECTOR TO MAKE DECISIONS
There was some discussion. This resolution is recommended by the Library's attorney as a safeguard during the pandemic should a situation arise when a decision is needed and the regular board approval process is not possible. Executive Director Murray cannot foresee this happening and defers to the greater experience of the attorney. Her preference is to follow standard decision making processes. This resolution is a safeguard in the current extraordinary situation. A motion to approve the Resolution 2020-01 Delegating Authority to Executive Director Murray to Make Decisions was made by Vice President Schaaf and seconded by Trustee Pelke. Motion passed with a roll call vote.

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

Absent: Smith
Abstain: None

AUDITOR SELECTION PROCESS

Four auditing firms responded to the request for proposals. Executive Director Murray compiled a report comparing these submissions. Sikich did the FY2019 audit and continues to provide services on request with no additional charge to the Library. A motion to contract with Sikich for three years to perform the Library's annual audit was made by Treasurer Mejia and seconded by Vice President Schaaf. Executive Director Murray will negotiate with Sikich to see if they will agree to the yearly rate for the first three years proposed in the five year contract proposal. Motion passed with a roll call vote.

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

OPERATIONS DURING AND AFTER CORONAVIRUS PANDEMIC

Executive Director Murray has been keeping the Board apprised of the CoVid-19 situation as it applies to the library. Services were ramped down before the Stay At Home Order was issued and the Library moved to Pandemic Response Plan Stage 4 - closed to the public and staff. It is likely that the Stay At Home Order will be extended, but no announcement has been made as of yet. Executive Director Murray shared an early draft of a Reopening Plan, which will ramp services back up in stages similar to the ramp down process. Studies are being undertaken to determine how to safely handle returned library materials, which will inform the guidance provided by RAILS and CCS. The library is waiting for that guidance before determining when to begin to allow staff to return to the building and start the preparations for re-opening. The trustees expressed their support for Executive Director Murray and the staff, thanking them for providing the services thus far. They asked that the plan be extrapolated out given the potential for a second wave of the virus in the fall, and with regard to budgeting for fiscal year 2020-2021. Executive Director Murray and President McGuire will call a Budget and Personnel Committee Meeting to begin budget planning in the upcoming month.

STAFF REPORTS

The format for the monthly report included a section called New Ways of Doing Business in which each manager described how their staff are finding new ways to serve our patrons. Staff were asked to try to work 40% of their normal hours and on average exceeded that standard, with some working more than their regular hours by providing online programs, additional downloadable and streaming content, additional social media engagement, and professional development. Staff are meeting virtually and staying connected with their colleagues and across departments. The East Side Study Project is progressing and Pinpoint has successfully connected with many of the people they had planned to contact. The Bathroom project is on schedule and the only item that has been delayed is the light bars. Can lights will be re-installed until the light bars arrive, which is expected to be before the end of May. Demolition on the upper level restrooms is expected to begin on Monday, April 27 and the project should finish before June 1 as planned.

CORRESPONDENCE

Resolution to Delegate Authority to Executive Director from the Library's attorney and a thank you note from the Midwest Shelter for Homeless Veterans for the tie blankets made by the Library.

TRUSTEE REPORTS

Vice President Schaaf shared a note from the Friends who met via Zoom and are looking forward to getting back into Eastgate. He asked about the review of Executive Session Minutes from last month. Executive Director Murray reported that we do not have drafts of those minutes as of yet, but that they need to be approved as soon as possible.

Trustee Athmalingham had nothing new to report.

Trustee Medrano-Sanchez asked about whether any additional discussion has been had around the 100th Anniversary programming. Not since the last meeting. She also asked about policies due for review. Executive Director Murray will check the schedule and prepare to review them when the Board is able to meet in person as routine policy review does not meet the standard for necessary business to be done while meeting remotely.

Treasurer Mejia expressed appreciation for the Staff who have continued to report to work and made special note of the amount and quality of the content on social media. He is also very pleased by the increase in volume and promotion of the e-resources. With regard to delegating authority to the Executive Director, he expressed support for Executive Director Murray, who has provided outstanding leadership for the Board and Staff. He would like to see budget planning with different tracks of spending, but hopes to keep people working as much as possible as it is of no benefit to have more people unemployed. When we do reopen, he would like the facilities to be as welcoming as possible, especially given the investment made in the library facilities.
President McGuire expressed gratitude to all who were able to attend remotely. She is happy that we can keep people working and learning from home. She feels the library is a community asset and is glad staff have stayed connected with patrons via social media and virtual services. She looks forward to planning for the future through the budget and personnel process. She reiterated that the safety of the staff and community are the top priority
Trustee Pelke said he misses being at the Library and with more time on his hands, he recognizes what an important resource it is to him in his daily life. He misses the space and the materials he is able to check out from the Library. He looks forward to being able to use it again.

The next scheduled meeting is for May 27, 2020, and will be held via Zoom if necessary.

ADJOURNMENT
A motion to adjourn at 8:43 pm was made by Vice President Schaaf and seconded by Treasurer Mejia.

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

APPROVED:

_____
President
ATTEST:

_____
Secretary