ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE (Virtual)
May 27, 2020
7:00 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, May 27, 2020 via Zoom.

All packets were distributed on Friday, May 22, 2020 and an agenda was posted in both libraries and on the Library website forty-eight hours prior to the meeting.

The meeting was called to order at 7:02 p.m. by President McGuire.
Those answering roll call remotely were Trustees Athmalingham, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith. Also present remotely were Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele, and PR/Marketing Coordinator de Lima.

AUDIENCE TO VISITORS
There were no members of the public present.

CONSENT AGENDA
There was some discussion about the percent of the budget spent so far and the anticipated amount of transfer to Special Reserve. Due to the unexpected extended closing of both library locations due to CoVid-19, spending has slowed. We expect that to pick up when we return to the building and can begin receiving shipments of materials again. We also incurred additional expenses to equip employees to telework, and those expenses are not included in the financial statements yet.
A motion to approve the consent agenda containing the April 22, 2020 Board of Trustees Meeting Minutes, Board Meeting Calendar FY 2020-2021, and the April 2020 Financial Statements was made by Vice President Schaaf and seconded by Trustee Athmalingham. Motion passed with a roll call vote

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

APPROVAL OF THE APRIL AND MAY 2020 DISBURSEMENTS
Electricity costs at the Harnish location are running below budget, likely due to the new LED lights and efficiency gained by changes to the HVAC control system. We have not seen a similar decrease at Eastgate, even with the building largely vacant during the CoVid-19 pandemic closing. A motion to approve the April and May 2020 Disbursements was made by Trustee Pelke and seconded by Treasurer Mejia. Motion passed with a roll call vote.

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

APPROVAL OF ORDINANCE NO 2019-2020-104, AN ORDINANCE ADOPTING A POLICY FOR NON-RESIDENT CARDS
AAPLD does not have any unserved areas where another library is not closer to the residence. This is a required ordinance and has been updated to reflect the current year. A motion to approve the Ordinance No. 2019-2020-104, an Ordinance Adopting a Policy for Non-Resident Cards was made by Vice President Schaaf and seconded by Trustee Athmalingham. Motion passed with a roll call vote.

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

FUND BALANCE POLICY

Executive Director Murray consulted with Sikich, the engaged audit firm, regarding financial policies in preparation for the annual audit. She is concerned about the uncertainty of spending during the final two months of this fiscal year during the extraordinary circumstances while operating during the CoVid-19 pandemic. This will make reaching a six months reserve fund balance extremely difficult. The auditor recommends having a target range rather than a specific target to ensure that we adhere to our policy. There was some discussion. The Board feels is it important to maintain a fund balance not to exceed six months, but recognizes that this is an unusual year. The Budget and Personnel Committee will meet in early June to discuss the budget for the coming year, fund balances, transfer to Special Reserve, and anticipated Levy Request. A motion to approve the amended Fund Balance Policy as presented was made by Trustee Pelke and seconded by Vice President Schaaf. Motion passed with a roll call vote.

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

OPERATIONS DURING AND AFTER CORONAVIRUS PANDEMIC

Executive Director Murray continues to keep the Board apprised of the CoVid-19 situation as it applies to the Library. The Governor's Stay At Home Order was extended and the Library continued under Pandemic Response Plan Stage 4 - closed to the public and staff. We are preparing to ramp services back up in stages with staff returning to the building to begin to receive and process shipments of new materials, check in materials that have been sitting since the building closed, and prepare for curbside pickup. We are still waiting for the Batelle study on how long materials need to be quarantined before they are safe to handle. It is unlikely that Eastgate Branch can resume services at the same time as Harnish due to the need to divide staff into three teams and the lack of an automated materials handling system at the Branch.

STAFF REPORTS

Things are humming along under the new ways of doing business. Many programs have transitioned to online formats. April was poetry month and each day a different staff member presented a poem of his or her choosing (and in at least one case, his own writing). There were book discussion groups, story times, yoga, and more presented via Zoom, Hangouts Meets, and Facebook Live. All was very well received by the public. Online resource use has also increased dramatically, and the new chat service has seen increasing use since it was added in April. We used the time the buildings were closed to take care of some projects including replacing some lighting at Eastgate and adding lights over Bill's Book Nook at Harnish.

CORRESPONDENCE

None.

TRUSTEE REPORTS

Trustee Medrano-Sanchez asked about the staffing teams and how they work. She asked that everyone stay safe.
Trustee Athmalingham had nothing new to report and asked that everyone be safe.
Trustee Smith expressed his thanks to the staff for their hard work, said keep up the good work, and is looking forward to curbside pickup services to start.
Treasurer Mejia thanked the staff for their hard work, thanked Executive Director Murray for the informational emails, and looks forward to the Budget and Personnel Committee Meeting. He missed attending the RAILS Trustee forum due to its cancellation. He asked that everybody stay safe.
Trustee Pelke said he misses being at the Library and was excited to see projects from the Makerspace. He wondered how that will work and how patrons can retrieve projects that have been finished. Staff suggested emailing the Makerspace team to arrange a time for curbside pickup.
Vice President Schaaf expressed kudos to the management team and staff for the commendable productivity during the Stay at Home order. He asked about the executive session minutes. Executive Director Murray checked with the attorney and these minutes can be tabled until after the Stay at Home order is lifted.
President McGuire thanked Executive Director Murray and the staff for their hard work, creativity, and ability to find ways to continue to serve the library's community.

Executive Director Murray reported that Sikich accepted the contract negotiation and will charge the 5 year annual cost for a three year period. She will send a Doodle Poll to secure a date for the Budget and Personnel meeting in early June.

The next scheduled meeting is for June 24, 2020, and will be held via Zoom unless otherwise noted.

ADJOURNMENT

A motion to adjourn at 8:19 pm was made by Vice President Schaaf and seconded by Trustee Medrano-Sanchez.

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

APPROVED:

_____
President
ATTEST:

_____
Secretary