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

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, July 22, 2020 at 7:00 pm. The meeting was conducted in the Large Meeting Room at the Harnish Drive Location with some trustees attending remotely, as authorized by Executive Order of the Governor of the State of Illinois (COVID-19 Executive Order No. 5, March 16, 2020). Executive Director Murray, President McGuire, Vice President Schaaf, Secretary Smith, and Trustee Pelke were present.

All packets were distributed on Friday, June 20, 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 in person were Trustee Pelke, Vice President Schaaf, and Secretary Smith. Those answering the call remotely were Trustees Athmalingham, Medrano-Sanchez, and Treasurer Mejia.
Executive Director Murray attended in person. Staff attending remotely were Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele, and PR/Marketing Coordinator de Lima.

AUDIENCE TO VISITORS
Jennifer Jazwinski joined the meeting in progress remotely after the audience to visitors. There was no public comment.

CONSENT AGENDA
A motion to approve the consent agenda containing the June 24, 2020 Board of Trustees Meeting Minutes and the June 2020 Financial Statements was made by Vice President Schaaf and seconded by Trustee Pelke. There was some discussion regarding amounts remaining in some budget lines at the end of the fiscal year. Executive Director Murray reported that not all expenses were in by the end of the month, but that some budget lines will likely be underspent due to staff being out of the building and unable to receive materials or perform planned work for an extended period of time due to the COVID pandemic. Motion passed with a roll call vote.

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

APPROVAL OF THE JUNE AND JULY 2020 DISBURSEMENTS
A motion to approve the June and July 2020 Disbursements was made by Vice President Schaaf and seconded by Trustee Medrano-Sanchez. Motion passed with a roll call vote.

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

APPOINTMENT OF TRUSTEES TO APPROVE THE SECRETARY'S BOOK
President McGuire appointed Vice President Schaaf and Trustee Pelke to review and approve the Secretary's book.

PUBLIC BATHROOM RENOVATION PROJECT
Executive Director Murray reported on the progress of the public multiperson bathroom renovation project. The project is nearly complete. One of the coverings for a light bar in the lower level bathroom was cracked when it arrived. We are awaiting a replacement. We are also still waiting for the panels, which will be installed beneath the sinks for aesthetic and functional reasons. The panel will be installed in sections rather than one long piece to improve access to replace batteries or make repairs to the automatic faucets.

RESOLUTION HONORING OUTGOING TRUSTEE KATRINA MCGUIRE
Vice President Schaaf read aloud the resolution honoring outgoing trustee Katrina McGuire. President McGuire thanked the Board for their hard work over the years that she served on the Board, particularly related to the renovations at both buildings and the strategic plan. She said she will miss the library and community, but hopes to serve in some similar capacity as she moves out of state. A motion to adopt the Resolution Honoring Trustee Katrina McGuire was made by Trustee Pelke and seconded by Vice President Schaaf. The motion passed with a roll call vote.

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

DISCUSSION REGARDING APPOINTMENT OF TRUSTEE
Executive Director Murray presented an Application for Appointment to a Vacancy on the Library Board of Trustees, which was reviewed by the Library's attorney. This can be shared by trustees with community members who might be interested in serving or posted in the Library, on the website, and on social media to draw more general interest. The Board can choose to have a special meeting to review the applications. Should a suitable candidate be identified, the Board could pass an Ordinance to accept Trustee McGuire's resignation, declare a vacancy on the Board, and appoint the new trustee at the August Board Meeting.

Executive Director Murray will post the digital application on the library's website and advertise the opening in the Library and on Social Media. Applications will be due on August 14 and a special Board Meeting will be scheduled on August 19 as needed.

OPERATIONS DURING AND AFTER CORONAVIRUS PANDEMIC
Executive Director Murray reported that the July 20th opening to the general public for brief in person services is going smoothly. In general, patrons have not objected to wearing required masks and seem grateful to be able to come into the library to browse and talk directly to the staff again. The main library is seeing 15-30 people at a time in the building. Eastgate is seeing fewer people, but they are just as grateful to be able to visit in person. We are receiving requests for access to public computers, which we hope to accommodate in the near future. We have laptops and hotspots ready for checkout, which satisfies some of the need. Copy and fax is available as is remote printing. The most recent information from the ongoing REALM study of the safety of library materials recommends 4 days of quarantine, which aligns with our practices

following the shorting of the quarantine period from 7 days to 3 days. We had added one day to be on the safe side, so we did not have to make any additional changes. We will continue to follow the information from the CDC and REALM study as it becomes available.

STAFF REPORTS

Staff reports were provided in the Board Packet as usual. Summer Reading is progressing steadily even though it was moved online this year. Fewer youth participants registered this year, but participation has increased for Adults. The Pinpoint study of services on the East Side continues, but they need a few more people in the non-user category to finish their research. We are getting quotes for replacing the fence and roof at Eastgate due to a complaint from the Village about the fence and a roof leak. Eastgate is currently closed due to the failure of a fan motor on the HVAC. In addition to the building being very warm, the air circulation is not sufficient to ensure safe air supply during the pandemic. Parts are currently being located and we plan to re-open Eastgate after the repairs have been completed and airflow is re-established. The Illinois General Assembly declared Election Day a State Holiday which would require that Government Buildings be closed. It is unclear whether this will require libraries to close. We will wait for guidance before making any decisions.

TRUSTEE REPORTS

Treasurer Mejia thanked President McGuire for her service, said it has been a pleasure working with her on the Board, and wished her luck in the move.
Trustee Athmalingham commended President McGuire for her leadership, ability to listen to different and diverse viewpoints, and efforts to ensure that all voices are heard. He said she leaves big shoes to fill, and thanked her for her service.
Trustee Medrano-Sanchez said she appreciated President McGuire taking on the role of president during all of the changes during her time on the Board and wished her luck.
Trustee Pelke echoed comments by the other trustees and thanks President McGuire again for her service.
Trustee Smith thanked the staff and said how excited he is to be back in the library.
Vice President Schaaf reported that the Friends are looking forward to meeting in person. Executive Director Murray will meet with the leadership of the Friends in the coming week to discuss guidelines for in person meetings at Eastgate. He also thanked President McGuire for her leadership and stamina and said she will be missed.
President McGuire thanked the trustees for their kind words. She said it was good to be here and she enjoyed hiring staff, supporting learning, and building the strategic plan. She said she was thankful for the opportunity and tried to lead with compassion, doing what was right, and thanked the staff for keeping up with the statutes and laws. She said the Library is a community staple and the Board needs to listen to diverse viewpoints, in many senses of the word, and to ensure that it is a place for the whole community. She will miss the library and community but looks forward to opportunities in her new home.

The next scheduled meeting is for August 24, 2020, and will be held in person at the Harnish Main Library unless otherwise noted.

CORRESPONDENCE / **PUBLIC COMMENT**

None

ADJOURNMENT

President McGuire adjourned the meeting at 8:17pm.

APPROVED:

_____
President
ATTEST:

_____
Secretary