ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
VIRTUAL MEETING
August 26, 2020
IMMEDIATELY FOLLOWING THE BUDGET & APPROPRIATIONS HEARING

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, August 26, 2020 following a Budget & Appropriations Hearing. The meeting was held remotely, without a physical quorum present at the Harnish Drive Location, as authorized by Executive Order of the Governor of the State of Illinois (COVID-19 Executive Order No. 7, Extended April 30, 2020). Executive Director Murray was present at the Harnish Main Library.

All packets were distributed on Friday, August 21, 2020 and an agenda was posted online and in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 7:12 p.m. by Vice President Schaaf.
Those answering roll call remotely were Trustee Pelke, Vice President Schaaf, Secretary Smith, Trustee Athmalingham, Trustee Medrano-Sanchez, and Treasurer Mejia.
Executive Director Murray was present at the Harnish Main Library.
Staff attending remotely were Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele, and PR/Marketing Coordinator DeLima, and Jennifer Jazwinski.

AUDIENCE TO VISITORS
Lindsay R. Taylor was present. There was no public comment.

CONSENT AGENDA
A motion to approve the consent agenda containing the July 22, 2020 Board of Trustees Meeting Minutes, the July 2020 Financial Statements, and the 2019-2020 Illinois Public Library Annual Report (IPLAR) was made by Treasurer Mejia and seconded by Trustee Pelke. The August Board Meeting date is listed as August 24 in the minutes. It should be August 26. Motion passed noting a correction in the August Board Meeting date with a roll call vote.

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

APPROVAL OF THE JULY AND AUGUST 2020 DISBURSEMENTS
A motion to approve the July and August 2020 Disbursements was made by Treasurer Mejia and seconded by Trustee Medrano-Sanchez. Motion passed with a roll call vote.

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

ORDINANCE 2020-2021-101 AN ORDINANCE TO ACCEPT A RESIGNATION, DECLARE A VACANCY, AND APPOINT A NEW LIBRARY TRUSTEE
Vice President Schaaf read aloud Ordinance 2020-2021-101 and asked if there was any discussion. None was heard. A motion to adopt Ordinance 2020-2021-101 An Ordinance to Accept a

Resignation, declare a Vacancy, and Appoint a New Library Trustee was made by Trustee Pelke and seconded by Treasurer Mejia. The motion passed with a roll call vote.

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

SWEARING IN OF NEW LIBRARY TRUSTEE

Executive Director Murray stated that the election will take place in February 2021, which will affect the time remaining in the term to be filled by the new trustee. Vice President Schaaf asked that Lindsay R. Taylor read the oath of office aloud.

Faith Hurley and Stacy Callaghan joined the meeting remotely at 7:25pm.

Lindsay R. Taylor read aloud the Oath of Office for the position of Library Trustee. Vice President Schaaf congratulated her and welcomed her to the Library Board of Trustees.

ELECTION OF OFFICERS

Vice President Schaaf presented the slate of officers for the consideration of the Board.
President: Stephen Schaaf
Vice President: Michael J. Smith
Treasurer: Gabriel Mejia
Secretary: Ramanan Athmalingam

Vice President Schaaf invited any additional nominations. None were heard. A motion was made to adopt the slate of officers as presented by Trustee Pelke and seconded by Trustee Medrano-Sanchez. The motion passed with a roll call vote:

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

APPOINTMENT TO COMMITTEES

President Schaaf appointed trustees to committees as follows:

President Schaaf - Ex Officio member all committees

Budget and Personnel: Chair - Gabriel Mejia, Ramanan Athmalingam, Fatima Medrano-Sanchez
Policy: Chair - Fatima Medrano-Sanchez, Gabriel Mejia, Peter J. Pelke II
Facilities: Chair - Michael J. Smith, Lindsey R. Taylor

EASTGATE STUDY UPDATE

Faith Hurley and Stacy Callaghan from the PinPoint Collective gave a brief report on the findings of their research and survey of representative residents of the east side of the Library District. The presentation will be sent to the trustees after the meeting. Questions and requests for clarification or additional information should be sent to Executive Director Murray by Friday, October 4. Executive Director Murray will compile the questions and forward them to Faith and Stacy who will address them in the follow up report and meeting with the steering committee and trustees.

President Schaaf appointed Vice President Smith as Secretary pro tempore for the remainder of the meeting.

APPROVAL OF POLICIES

Executive Director Murray presented proposed drafts of policies PM 207 Telecommuting, PM 208 Pandemic Travel and Reporting, and PM 705 Sick Leave for the Board's consideration. Discussion followed. The policies were tabled for review by the Board Policy Committee. A committee meeting will be scheduled and the policies will be brought to the September Board Meeting for consideration by the full board. A motion to table all three policies with the intention of bringing them to the September Board Meeting was made by Trustee Medrano-Sanchez and seconded by Vice President Smith. The motion passed with a roll call vote.

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

ORDINANCE 2020-2021-102 A COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR LIBRARY PURPOSES FOR FY 2020-2021

Executive Director Murray presented the Ordinance for Board consideration. The Tentative Budget and Appropriation Ordinance was posted publicly for the required period of time. President Schaaf recognized an adding error in the Special Reserve section which was corrected. No changes were made to the budget or appropriation spending lines. A motion to adopt Ordinance 2020-2021-102 A Combined Annual Budget and Appropriations Ordinance for Library Purposes for FY 2020-2021 was made by Treasurer Mejia and seconded by Trustee Pelke. The motion passed with a roll call vote.

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

CERTIFIED ESTIMATE OF ANTICIPATED REVENUES BY SOURCE

Executive Director Murray presented the Certified Estimate of Anticipated Revenues by Source. This includes revenues received thus far. A motion to accept the Certified Estimate of Anticipated Revenues by Source was made by Trustee Pelke and seconded by Treasurer Mejia. The motion passed with a roll call vote.

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

ORDINANCE 2020-2021-103 AN ORDINANCE DETERMINING TO LEVY FOR fy 2020-2021 AN ADDITIONAL TAX OF UP TO 0.02% OF EQUALIZED OR ASSESSED VALUE OF TAXABLE PROPERTY FOR PARTICULAR BUILDING AND EQUIPMENT PURPOSES IN ACCORDANCE WITH 75 ILCS 16/35-5(b)

Executive Director Murray presented the Ordinance for Board consideration. A motion to adopt Ordinance 2020-2021-103 an Ordinance Determining to Levy for FY 2020-2021 an Additional Tax of up to 0.02% of Equalized or Assessed Value of Taxable Property for Particular Building and Equipment Purposes in Accordance with 75 ILCS 16/35-5(b) was made by Trustee Medrano-Sanchez and seconded by Secretary Athmalingam. The motion passed with a roll call vote.

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

TRUSTEE REPORTS

Treasurer Mejia welcomed Trustee Taylor and was glad to see the PinPoint report at this meeting. He asked if consideration is being given to when Eastgate Branch will return to normal operating hours. Operations during the pandemic require additional staff in the building and at present adding hours would require more staff than are available. Executive Director Murray reported that the current hours seem to be satisfying patron needs at present. We are filling some positions and monitoring door counts and plan to add hours as they are needed.

Trustee Pelke asked that everybody stay safe and healthy. He looks forward to when he is able to get out and about again.

Trustee Taylor thanked the Board for the warm welcome and said she had a great meeting with Executive Director Murray. She is excited to get going and is looking forward to learning and participating.

Vice President Smith is excited to get the report on the study of the services on the East Side. He asked that the minutes sheets be updated to reflect the change in Trustees.

Trustee Medrano-Sanchez welcomed Trustee Taylor, congratulated Branch Manager Samantha Chiappone on the upcoming birth of her new baby, and said she is happy to see the report on the East Side study as well. She will reach out to the Policy Committee to set a time to meet.

Trustee Athmalingam congratulated Branch Manager Chiappone, welcomed Trustee Taylor, and thanked Vice President Smith for taking the minutes. He will get in touch with Vice President Smith and Executive Director Murrray to get more information on the responsibilities of the Board Secretary.

President Schaaf thanked the staff and administration for their continued efforts to provide service to the public, and thanked the trustees for their support of the slate of officers. President Schaaf will continue in his role as liaison to the Friends of the Library, and reported that the Friends are working in short shifts daily at the Eastgate Branch and will have 200 boxes of books picked up soon.

STAFF REPORTS

Staff reports were provided in the Board Packet as usual. Executive Director Murray reported on reopening to the public. We started with Team Leaders at the door to greet people, remind them to keep their mask on covering their nose and mouth, offer hand sanitizer, and answer questions. After a few weeks of success, staff who are trained as Persons in Charge were added to the greeter rotation. Overall, adherence to the requirement to wear a mask, maintain a 6-foot distance from others, and keep visits short has gone very well. The quarantine period for physical materials has undergone several changes from 7 days to 3 days to 4 days and incorporating the latest information back to 7 days starting on August 31. CCS will welcome two additional libraries, Palatine and Grayslake, over the Labor Day weekend. After they join, we will be a consortium of 28 libraries. Executive Director Murray asked the trustees if they prefer one large pdf or the shared Google folder for the Board Packets. The majority prefer the Google Folder because items can be added as they are ready, which means information is available to review earlier. The shared Google folder will be used going forward. Both library facilities were inspected for bed bugs. None were found.

CORRESPONDENCE / PUBLIC COMMENT

The Library's attorney sent a notice reminding staff and trustees that personal devices used for library business are subject to Freedom of Information Act requests.

Vice President Smith inquired about his library iPad. He turned in the old one but did not get the new one before the Stay at Home Order. Executive Director Murray will look into it and make it available for him when he is next in the library.

ADJOURNMENT TO EXECUTIVE SESSION

A motion to adjourn to Executive Session at 9:22pm for the purposes of 5 ILCS 120/2.06(d) Semi-Annual Review of Closed Session Minutes was made by Trustee Pelke and seconded by Treasurer Mejia. The motion passed with a roll call vote.

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

The members of the management team were moved to the Zoom waiting room.

RETURN TO OPEN SESSION

President Schaaf called the meeting back to order at 9:34pm.
Those answering roll call remotely were Trustee Pelke, President Schaaf, Vice President Smith, Secretary Athmalingham, Trustee Medrano-Sanchez, and Treasurer Mejia. Executive Director Murray was present at the Harnish Main Library. Assistant Director Dolin attended remotely.

ACTION AS A RESULT OF EXECUTIVE SESSION

A motion was made to approve the minutes of the Executive Session of the Board Meetings held on February 27, 2019, September 25, 2019, and October 23, 2019 was made by Treasurer Mejia and seconded by Trustee Medrano-Sanchez. The motion passed with a roll call vote.

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

A motion was made to keep closed the minutes of the Executive Session of the Board Meetings of January 23, 2019 and earlier and to open the Minutes of the Executive Sessions of meetings held on February 27, 2019, September 25, 2019, and October 23, 2019 was made by Treasurer Mejia and seconded by Trustee Pelke. The motion passed with a roll call vote.

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

ADJOURNMENT

A motion to adjourn at 9:40 pm was made by Trustee Medrano-Sanchez and seconded by Trustee Pelke. The motion passed.

APPROVED:

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President
ATTEST:

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Secretary