ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
VIRTUAL MEETING
OCTOBER 28, 2020

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, October 28, 2020 at 7:00 p.m.. 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 packet documents were made available on or before Friday, October 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 7:00 p.m. by President Schaaf.
Those answering roll call remotely were Trustee Pelke, President Schaaf, Secretary Athmalingam, Trustee Medrano-Sanchez (joined and able to participate at 7:07pm), Treasurer Mejia, Vice President Smith, and Trustee Taylor.
Executive Director Murray was present at the Harnish Main Library.
Staff attending remotely were Assistant Director Dolin, and Department Managers Christopherson, Husak, McCallum, and Parmele, PR/Marketing Coordinator Devin DeLima, and Librarian Jennifer Jazwinski.

AUDIENCE TO VISITORS
Kat Davis, Library Intern, had no comments.

CONSENT AGENDA
A motion to approve the consent agenda containing the September 23, 2020 Regular Board Meeting Minutes, and the September 2020 Financial Statements was made by Trustee Pelke and seconded by Trustee Taylor. Motion passed with a roll call vote.

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

Trustee Medrano-Sanchez joined the meeting with sound capabilities at 7:07pm.

APPROVAL OF THE SEPTEMBER AND OCTOBER 2020 DISBURSEMENTS
A motion to approve the September and October 2020 Disbursements was made by Trustee Pelke and seconded by Secretary Athmalingam. The payment to DeLage Landen is for the Library's copier maintenance and printing contract. Motion passed with a roll call vote.

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

UPDATE ON THE ANNUAL AUDIT FOR FISCAL YEAR 2019-2020
Executive Director Murray reported that she had met with the lead auditor at Sikich and learned that they are still waiting for the OPEB report (relating to post retirement benefits), which is

prepared by the actuarial arm of our accounting firm. Because this report is required for the audit, they were unable to prepare the draft audit for this meeting. The auditor offered to meet with Executive Director Murray to record a video review of the audit documents via Zoom ahead of the December 2 Board Meeting so that the audit can be accepted by the Board at the December 2 Board Meeting.

PINPOINT EASTGATE BRANCH STUDY UPDATE

Executive Director Murray presented a slide show that summarized Pinpoint's presentation to the Library Team. The full report with anonymized quotes from survey respondents is available to the trustees to view at their convenience. There was some discussion and each trustee was asked to say whether they prefer to explore the feasibility and approximate costs of one, two, or three of the following options 1) discontinuing services on the east side of the district and closing the Eastgate Branch, 2) renovating the Eastgate Branch, or 3) relocating to another facility on the East Side of the District. Each option, or Pin, would cost $8,000. It is possible to start with one pin now (already included in our contract) and add more if needed. It is also possible to engage an architectural engineering firm to do a comprehensive needs assessment, which will be needed if Eastgate Branch is renovated.

Treasurer Mejia made a motion to pursue the Pinpoint contract for one pin at this time to explore the option of building a new facility. Secretary Athmalingam seconded the motion. The motion passed unanimously by roll call vote.

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

Executive Director Murray will continue to discuss options for a shared facility with the Village of Algonquin and other potential partners. She will also seek quotes for an engineering analysis of the Eastgate Branch to assist with answering questions about the feasibility of renovating the facility to meet current and future community needs.

FISCAL YEAR 2020-2021 LEVY

Executive Director Murray presented Ordinance 2020-2021-104, An Ordinance to Levy Taxes for Library Purposes for Fiscal Year 2020-2021, the Certificate of Levies, and the Certificate of Truth in Taxation Act Compliance for adoption by the Board of Trustees. Treasurer Mejia made a motion to adopt Ordinance 2020-2021-104, An Ordinance to Levy Taxes for Library Purposes for Fiscal Year 2020-2021, the Certificate of Levies, and the Certificate of Truth in Taxation Act Compliance as presented. Seconded by Trustee Pelke. The motion passed unanimously by roll call vote.

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

APPROVAL OF POLICIES

Executive Director Murray presented a draft of revised policy PM 703 Vacation for Board consideration. The policy was reviewed by Policy Committee Chair Medrano-Sanchez, and includes updated language to include pay grades and new positions in the Wage Scale Policy. The Executive Director's vacation accrual was set in her hiring negotiations. A motion to adopt PM 703 Vacation as presented 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

PER CAPITA GRANT REQUIREMENTS

Executive Director Murray reported that the 2021 Per Capita Grant requirements have not been updated on the Secretary of State website. She received confirmation via telephone that all chapters of Serving our Public 4.0 need to be reviewed ahead of the March 15, 2021 grant application deadline. She reviewed the checklists from chapters 1-4 and Appendixes A, B, C, D, and E with the trustees.

COMMITTEE REPORTS

Budget and Personnel - Treasurer Mejia thanked the administration for the review of varying levels of funding for the levy. He felt it was important to consider abatement as an option, even if it is not used at this time. He thanked the board for passing the FY 2020-2021 Levy.

Facilities - Policy Chair/Vice President Smith reported that the committee is waiting for a list of lighting issues that need to be addressed at Eastgate. He is also looking forward to learning more about the Engineering Analysis to help with decisions there.

Policy - Trustee Sanchez-Medrano thanked Executive Director Murray for the email about the vacation policy. Executive Director Murray suggested that the Policy Committee meet in January (remotely if needed) to evaluate policies that are due or past due for review in the review cycle.

STAFF REPORTS

The monthly report was in the Board Packet. Executive Director Murray reported on National Library Card Signup Month and gifts given for showing existing library cards. She also reported that there was no clear guidance on whether libraries should stay open or close on Election Day. She recommends staying open due to the manageable flow of traffic during early voting and the fact that only two precincts vote at the library on Election Day.

TRUSTEE REPORTS

- Vice President Smith had nothing to report that was not already covered in the meeting.
- Treasurer Mejia asked if Executive Director Murray had any plans to change anything as we see more COVID cases in the area. Executive Director Murray said she has no plans to close again unless there is a new Stay at Home order from the Governor.
- Secretary Athmalingam said he had been to the Library to vote on Saturday and thanked Executive Director Murray and Circulation Manager Husak for the friendly service. He said it is great that the Library is hosting early voting.
- Trustee Medrano-Sanchez thanked Executive Director Murray for the updates and for sending the vacation policy ahead of time for review. She said voting seems to be going well.
- Trustee Pelke had nothing new to report. He received an email from a vendor regarding a Zoom class and attended that class and found it interesting.
- Trustee Taylor reported that she also voted early at the Library and found it to be a very pleasant and well run experience.
- President Schaaf reported that he's seen some pleasant comments on Next Door about the Library. The Friends appreciated the gift bag and handwritten cards from Executive Director Murray. He attended a couple of sessions at the ILA Conference and found them to be very informative.

CORRESPONDENCE / PUBLIC COMMENT

There was no public comment during the meeting.

Correspondence:

- Note from the Friends of the Library with a $3,000 check
- Memo regarding closing the Library on Election Day from the Library's Attorney
- Suggestion Box comments and responses from Executive Director Murray

EXECUTIVE SESSION

An Executive Session was planned to provide Executive Director Murray's performance evaluation, goals, and objectives for the coming year. Given the lateness of the hour, this was tabled until the December 2, 2020 Board Meeting.

ADJOURNMENT

A motion to adjourn at 9:52 pm was made by Trustee Pelke and seconded by Trustee Athmalingam. The meeting adjourned.

APPROVED:

Stephen W. Schaeffer

President

ATTEST: Ramanan D

Secretary