ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
VIRTUAL MEETING
DECEMBER 2, 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, November 27, 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 7:02 p.m. by President Schaaf.
Those answering roll call remotely were Trustee Pelke, President Schaaf, Secretary Athmalingam, Trustee Medrano-Sanchez, 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 Chiappone, Christopherson, Husak, McCallum, and Parmele, PR/Marketing Coordinator Devin de Lima, 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 October 28, 2020 Regular Board Meeting Minutes, the October 2020 Financial Statements, and the Paid Holidays and Closings 2021 Calendar was made by Secretary Athmalingam and seconded by Trustee Pelke. Motion passed with a roll call vote.

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

APPROVAL OF THE OCTOBER AND NOVEMBER 2020 DISBURSEMENTS
A motion to approve the October 2020 and November Disbursements was made by Secretary Athmalingam and seconded by Trustee Taylor. The payment to LinkedIn is for the annual subscription to the Lynda.com learning platform. Credit Card charges were higher this month due to charges for programming and software. Motion passed with a roll call vote.

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

ACCEPTANCE OF THE AUDITED FINANCIAL STATEMENT FOR FISCAL YEAR ENDED ON JUNE 30, 2020
Executive Director Murray met virtually with Jim Savio at Sikich and recorded the 17 minute video review, which was shared with the trustees for viewing ahead of the Board Meeting. The Library ended the year with 75% of budget in reserves, which aligns with the Board request to keep 9 months of spending in reserve. Executive Director Murray then reviewed the Management Discussion and Analysis (MD&A) Report, which summarizes the long report for the year. The audit went well. Three of five deficiencies from FY19 were fully addressed and the other two are in progress. An ethics policy will be brought to the policy committee for their consideration, and we will provide

ethics training to staff after the new year. There was one deficiency in the FY20 audit related to recordkeeping and procedures for credit card charges. A credit card approval form has been updated to more clearly demonstrate how purchases are charged and approved, which satisfies the deficiency.

Trustee Medrano-Sanchez made a motion to accept the Audited Financial Statement for Fiscal Year Ended June 30, 2020 as presented. Trustee Pelke 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

APPROVAL OF CERTIFICATES OF STATUS OF EXEMPT PROPERTY

Each year the Library must confirm ownership of the property at 115 Eastgate Drive to retain exemption from paying property taxes. Trustee Pelke made a motion to approve the Certificates of Status of Exempt Property for the Eastgate Branch property at 115 Eastgate Drive in Algonquin, Illinois. Trustee Taylor 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

PER CAPITA GRANT REQUIREMENTS

Executive Director Murray reviewed the standards and checklists from Chapters 5 (Building Infrastructure and Maintenance), Chapter 6 (Safety), and Appendices J (New Facility Planning) and K (Facility Management Checklists) with the trustees. The timing for reviewing these chapters and appendices dovetails nicely with the study of the services on the East Side and the Eastgate Branch facility. The Maintenance Staff will review the chapters and checklists in these sections in the coming weeks and prepare a report for the Board Facility Committee. There may also be some policies brought to the Policy Committee for consideration.

DELEGATION OF AUTHORITY TO HIRE AN ENGINEERING CONSULTANT

The Board discussed the possibility of delegating authority to the Facility Committee to review quotes from architectural/engineering firms and select a consultant before the January 2021 Regular Board meeting to keep the East Side Study moving forward. The committee and other trustees agreed to wait for the full Board consideration at the regular meeting. Trustee Pelke made a motion to NOT delegate authority to hire an engineering consultant to the Facility Committee. Trustee Taylor 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

COMMITTEE REPORTS

Policy - Executive Director Murray reported that policies are being gathered for consideration. Policy Chair Sanchez-Medrano said the Policy Committee will meet in early to mid-January (remotely if needed), and committee members should watch for the Doodle poll to set a date and time.

Facilities - Policy Chair/Vice President Smith asked if we had received quotes for the items on the Needs/Wants/Wish list. Some are available (Eastgate Exterior Lighting) and others are in progress or need to be prioritized before determining whether we need quotes or if we will wait for decisions regarding the Eastgate facility. A meeting will be scheduled for early to mid-January. All trustees are welcomed to attend and should answer the Doodle poll. Committee member preferences will be considered first, but all committee member preferences help to determine meeting dates and times.

Budget and Personnel - Treasurer Mejia expressed appreciation for completing the annual financial audit in a timely manner, and recognized the added challenge of doing so during the pandemic and limited time in the library buildings.

STAFF REPORTS

The monthly report was in the Board Packet. Executive Director Murray reported on the status of the East Side Study Project. She met with PinPoint, the Village of Algonquin staff, and their project consultant regarding the possibility of a collaborative project to meet the needs of residents on the East Side of Algonquin. All parties are excited about the possibilities and are considering options. She has also been in contact with three architectural engineering consultants to do an engineering analysis of the Eastgate Branch facility and is gathering quotes for the Board's consideration. The project can vary from a very detailed and in depth investigation into the needs and costs of renovating the branch to a higher level estimate that could evaluate the costs listed in the Dewberry Capital Needs Assessment. These quotes will be brought to the Facility Committee Meeting in early January.

Executive Director Murray outlined the changes in service in response to the latest surge in Covid-19 cases and Stay at Home Advisory. The Library is open for drive-thru, chat, and phone services at the Harnish Main Library from 9-9 Monday through Thursday and 9-5 on Friday and Saturday. Curbside, telephone, and chat service is available at the Eastgate Branch from 12-5pm Monday through Saturday. While patrons are not able to come inside the buildings, hours have been expanded for patrons to get materials at the drive thru at Harnish Main, and the curbside service model is new at the Eastgate Branch. We are learning as we go along and we know now that the risk of transmission of the virus is low with the movement of library materials. No face-to-face services are available at this time due to the high risk of transmission during those interactions. Executive Director Murray noted that foot traffic into the library is down by about 50% year over year, but circulation of materials is at 85% of last year at the same time. Circulation of digital materials increased by 19%, but still accounts for about 15% of overall circulation. Staff are expected to work 100% of their regular hours while following IDPH and CDC guidelines, including more remote work and staggering shifts to reduce the number of people in the building.

Trustee Candidate packets for the April 6, 2021 Consolidated Election will be available at the Harnish Main Library drive thru. Completed packets will be accepted at the drive thru until 5pm on December 21, 2020. All documents in the packet must be completed before turning them in at the Library. Candidates will be listed on the ballot in the order in which the packets are received. Circulation staff will be trained on what to look for when accepting the packets, but will not be able to provide advice, notary, or other in-person services.

We need trustee signatures on some Board documents. Trustees are encouraged to call Theresa, Carol, or Sara to arrange for preparation of the documents and to set a time to come to the Library to provide these signatures while keeping everyone as safe as possible.

TRUSTEE REPORTS

- Vice President Smith had nothing to report that was not already covered in the meeting.
- Treasurer Mejia had nothing to report.
- Secretary Athmalingam had nothing to report.
- Trustee Medrano-Sanchez reminded trustees of the upcoming Policy Committee. She attended the ILA conference and enjoyed what she viewed. She plans to try to attend more sessions. She wished everyone a Merry Christmas and Happy New Year.
- Trustee Pelke reported that he had contracted the CoVid-19 virus and is feeling better now.
- Trustee Taylor reported that a neighbor had told her she loves the crafts (Take and Make) and hopes they continue after we reopen for regular services.
- President Schaaf reported that the Friends appreciated that they were allowed to continue to be in the library during the first week after the Stay at Home Advisory was announced. They are continuing to meet virtually and look forward to when they will be able to be back in the Library. At some point, they hope to have another book sale.

CORRESPONDENCE / PUBLIC COMMENT

There was no public comment during the meeting.

Correspondence:

- Memos from the Library's Attorney regarding collecting Trustee Candidate Packets and a Levy Ordinance Reminder - Executive Director Murray reported that the Levy Ordinance was mailed to the counties via Certified Mail. Kane County confirmation of submission was received today.
- Emailed patron compliments regarding Kenny Duray and Wendy Theehs

EXECUTIVE SESSION

The Board adjourned to an Executive Session under Section [5 ILCS 120/2 (c)(1)] at 8:37pm. Topics to be discussed include the following

- Review and approval of the minutes from the Executive Sessions of the August 19, 2020 Regular Board Meeting and August 26, 2020 Regular Board Meeting
- Performance Evaluation of Executive Director Murray
- FY 2021 Objectives for Executive Director Murray

RECONVENE REGULAR SESSION

The Board reconvened the Regular Board Meeting at 9:53pm. Trustees answering roll call remotely were Trustee Pelke, President Schaaf, Secretary Athmalingam, Trustee Medrano-Sanchez, Treasurer Mejia, Vice President Smith, and Trustee Taylor.

Executive Director Murray was present at the Harnish Main Library.

The only staff member attending remotely was Assistant Director Dolin.

ACTION AS A RESULT OF EXECUTIVE SESSION

The Board discussed the performance of Executive Director Murray. Trustee Pelke made a motion to award Executive Director Murray a 2.5% salary increase effective November 1, 2020. Secretary Athmalingam seconded. The motion passed by roll call vote.

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

ADJOURNMENT

A motion to adjourn at 9:58 pm was made by Trustee Pelke and seconded by Secretary Athmalingam. The motion passed by roll call vote.

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

The meeting adjourned.

APPROVED:

Stephen W. Schaaf

President

ATTEST:

Ramanan D

Secretary