BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
OCTOBER 30, 2017
7:30 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Monday October 30, 2017 at the Harnish Library.

All packets were distributed on Friday, October 27, 2017 and an agenda was posted in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 7:30 p.m. by President McGuire
Those answering roll call were Trustees Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith. Also present were Executive Director Bero, Assistant Director Murray, Assistant Director Carol Dolin, and Department Managers Christopherson, Parmele, Pearsall, and Slavick.

AUDIENCE TO VISITORS
Visitors present included Circulation Supervisor Husak. Catherine and Christine Sanchez arrived at 8:30 pm.

CONSENT AGENDA
A motion to approve the Consent Agenda including the Board of Trustee Meeting Minutes as amended with the corrected date of the Annual Levy Ordinance Hearing as November 15, 2017 at 7:30 pm and the September 2017 Disbursements was made by Secretary Schaaf and seconded by Vice President Gebhardt.

Ayes: Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

ADOPTION OF RESOLUTION 2017-06, A RESOLUTION HONORING STEPHEN BERO
President McGuire proclaimed Resolution 2017-06, a Resolution Honoring Stephen P. Bero. A motion to adopt Resolution 2017-06, A Resolution Honoring Executive Director Stephen Bero was made by Vice President Gebhardt and seconded by Treasurer Mejia.

Ayes: Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF POTENTIAL CONSTRUCTION CHANGE ORDER
A motion to approve the Construction Change Order #10 an exit from Administration with Accompanying Boardwalk and RFP #4 Board Room Exit not to exceed $60,000 was made by Secretary Schaaf, seconded by Trustee Smith and approved by a roll call vote.

Ayes: Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF REIMBURSEMENT FOR TRAVEL, MEAL AND LODGING EXPENSES

The motion to approve the Reimbursement for Travel, Meal and Lodging Expenses in the amount of $87.32 for President McGuire, $78.31 for Treasurer Mejia, and $86.74 for Secretary Schaaf for attendance at the Illinois Library Association Annual Conference September 2017 was made by Vice President Gebhardt, seconded by Trustee Smith and approved by a roll call vote.

Ayes: Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

NEXT STRATEGIC PLANNING SESSION

Assistant Director Murray discussed Strategic Planner Sarah Keister's experience. She is very familiar with our past strategic plan and supports the direction we would like to go in moving forward. The Board would like to accept additional proposals for comparison. Treasurer Mejia and Secretary Schaaf would like to gather statistics and solicit feedback from the community to be included in the planning. Assistant Director Murray will provide the Board with other surveys from other libraries and from the Villages of Algonquin and Lake in the Hills. Executive Director Bero will distribute to the Board his commentary on the updated strategic plan.

REQUIREMENTS FOR PER CAPITA GRANT FY 2018 SERVING OUR PUBLIC 3.0 CHAPTER 12: SAFETY

There was some discussion. Executive Director Bero discussed the Illinois Library Per Capita Grant requirements with the Board. All items have been reviewed and changes will be updated due to the new construction. A motion to accept the staff report on Chapter 12 of the Serving Our Public 3.0 for inclusion in the 2018 Illinois Library Per Capita Grant application was made by Secretary Schaaf and seconded by Treasurer Mejia.

Ayes: Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

ANNUAL AUDIT FOR FISCAL YEAR 2016-2017: FIRST DRAFT

There was some discussion. Dave Robb will present the final draft at the November 15, 2017 Board of Trustees Meeting.
Treasurer Mejia will send out a doodle poll to schedule a Budget and Personnel Committee Meeting.

DISCUSSION ON CONFERENCE REPORTS FROM STAFF

There was some discussion. A full report will be given to managers and the Executive Director. A summary report will be included in the Board packet.

STAFF REPORTS

There was some discussion. Access Services Manager Christopherson announced that circulation of materials have increased. Secretary Schaaf would like to include the Books by Mail service into the Strategic Planning Session. Access Services Manager Christopherson suggests keeping the status quo for now with the Books by Mail service.

CORRESPONDENCE

A letter sent from the State of Illinois Comptroller Susana A. Mendoza regarding audit requirements.
Trustee Sanchez attended the ILA conference. She would have liked more opportunities for Trustees.
Vice President Gebhardt was approached by a neighbor who asked about 4K DVD's and if we will start investing in them.
Secretary Schaaf questioned the approval of participation in charitable activities on the action date calendar. Assistant Director Murray explained the list of charitable events that the library typically

participates in that include the mitten tree during the winter months, the jeans for charity events, etc. that is brought to the Board for approval.
Secretary Schaaf discussed his concern about the lighting in the parking lot. Assistant Director Murray is working with ComEd and the construction company to repair or replace the lights.
Treasurer Mejia attended ILA and benefitted from the session on strategic plan. He is interested in graphically representing the strategic plan to the staff, patrons and community. He asked Youth Services Department Manager Parmele about accelerated reader program.
Assistant Director Carol Dolin was welcomed by President McGuire. She is excited to get started.
President McGuire enjoyed the ILA conference. She would like to follow Roberts Rules of Order moving forward.
Executive Bero thanked the Board for their commitment to the library and the community with their volunteer service.

EXECUTIVE SESSION [5 ILCS 120/2(C)(1)] THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES

A motion to go into Executive Session [5ILCS 120/2(C)(1)] the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees at 9:17 pm was made by Trustee Sanchez and seconded by Secretary Schaaf.

Ayes: Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

Return to open session at 9:30 pm.

AS A RESULT OF EXECUTIVE SESSION [5 ILCS 120/2(C)(1)] THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES, IF ANY

No action was taken.

ADJOURNMENT

A motion to adjourn at 9:30 p.m. was made by Secretary Schaaf and seconded by Vice President Gebhardt

Ayes: Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVED:

President

ATTEST:

Secretary