ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
DECEMBER 20, 2017
7:30 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, December 20, 2017 at the Harnish Library.

All packets were distributed on Friday, December 15, 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, and Schaaf. Trustee Smith was absent. Trustee Sanchez arrived at 7:35 pm. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Christopherson, Pearsall, and Slavick.

AUDIENCE TO VISITORS
Paul Hertha was present to discuss the passing of the tax levy and the building extension. President McGuire offered to meet with Mr. Hertha and discuss his concerns.

CONSENT AGENDA
A motion to approve the consent agenda containing the approval of the Minutes of the November 15, 2017 Truth in Taxation Hearing, the November 15, 2017 Board Meeting, the November 15, Closed Session , and the November 2017 Disbursements was made by Secretary Schaaf and seconded by Trustee Sanchez.

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

APPROVAL OF FREEDOM OF INFORMATION OFFICER
A motion to approve the appointment of Executive Director Murray and Assistant Director Dolin as the Algonquin Area Public Library Freedom of Information Officers was made by Vice President Gebhardt and seconded by Secretary Schaaf.

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

APPROVAL OF POLICY 4030: ILLINOIS FREEDOM OF INFORMATION ACT

Executive Director Murray explained that this Policy is the long form and needs to update every year. The goal for next year is to use the short form so that it does not need to be updated each year. A motion to Approve Policy 4030: Illinois Freedom of Information Act was made by Secretary Schaaf and seconded by Trustee Mejia.

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

APPROVAL OF POLICY 105 ANTI-HARRASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION POLICY

Executive Director Murray informed the Board that the Illinois general assembly requires that all government entities pass an anti-harassment, anti-discrimination, and anti-retaliation policy per Public Act 100-0554. A motion to approve Policy 105 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation was made by Secretary Schaaf and seconded by Vice President Gebhardt.

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

APPROVAL OF ORDINANCE 2017-2018-106, AN ORDINANCE CONFIRMING PREVIOUS APPROVAL OF A POLICY PROHIBITING HARRASSMENT, DISCRIMINATION, AND RETALIATION

A motion to approve Ordinance 2017-2018-106, An Ordinance Confirming Previous Approval of a Policy Prohibiting Harassment, Discrimination, and Retaliation was made by Treasurer Mejia and seconded by Secretary Schaaf.

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

APPROVAL OF REIMBURSEMENT FOR TRAVEL, MEAL, AND LODGING

A motion to approve Reimbursement for Travel, Meal, and Lodging in the amount of $43.42 to Trustee Athmalingam for costs incurred at the 2017 ILA Annual Conference was made by Secretary Schaaf and seconded by Vice President Gebhardt. Motion passed by a Roll Call vote.

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

APPROVAL OF 2018 ILLINOIS PER CAPITA GRANT APPLICATION

Executive Director Murray reviewed the 2018 Illinois Per Capita Grant application with the Board. A motion to approve the 2018 Illinois Per Capita Grant Application as discussed and submitted was made by Secretary Schaaf and seconded by Vice President Gebhardt.

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

APPROVAL OF COMMUNITY SURVEY

After discussion a motion to approve the changes to the Community Survey with distribution in the February/March newsletter was made by Secretary Schaaf and seconded by Vice President Gebhardt.

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

SELECTION OF STRATEGIC PLANNING FACILITATOR

A motion to approve the proposal, including Phases 1 & 2 with an optional Phase 3, of Harry Christianson for the Selection of Strategic Planning Facilitator was made by Trustee Sanchez and seconded by Treasurer Mejia.

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

CHANGE TO START TIME FOR JANUARY 24, 2018 REGULAR BOARD MEETING

A motion to approve the Start Time for the January 24, 2018 Board of Trustees Meeting starting at 6:30 pm was made by Secretary Schaaf and seconded by Vice President Gebhardt.

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

UPCOMING LIBRARY CLOSINGS

A motion to approve Upcoming Library Closings of the Harnish Library for two days in February 2018 and the Eastgate Library for up to seven days in April for construction related activities was made by Treasurer Mejia and seconded by Vice President Gebhardt.

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

STAFF REPORTS

There was some discussion.
Treasurer Mejia inquired about questions that were asked by the staff regarding the future of the library. Executive Director Murray responded that it was a positive opportunity for the staff to be able to ask questions with the new administration in place.
Secretary Schaaf acknowledged that the lights in the Harnish parking lot have been repaired.

CORRESPONDENCE

A letter from the McHenry county conservation district
A congratulatory letter and invitation from the Algonquin Lake in the Hills Chamber of Commerce for the Awards Night Gala
A thank you letter from the Algonquin Parks and Recreation Katy Gock for Librarians Donahue's and Newman's help at the Rock on the Fox event

A letter from Attorney Ritzman regarding Sexual Harassment Policy requirements
A thank you letter from the Fox River Valley Chapter of the Daughter of the American Revolutions for the library's help with the Military Families Project
Thirty-five letters of request for tax assessment change of parcels within the Library's taxing district were received from McHenry County
Executive Director Murray informed the Board about the ILA Trustee Forum workshop on Saturday February 17th and the Illinois Legislative Breakfast on Monday February 19th

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 [5 ILCS 120/2(c)(1)] The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees at 9:31 pm was made by Secretary Schaaf and seconded by Vice President Gebhardt. The motion was approved unanimously.

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

Return to open session at 10:03 pm with Trustees Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, and Schaaf in attendance. Executive Director Murray and Assistant Director Dolin are present.
No formal action was taken as a result of discussion in the Executive Session.

ADJOURNMENT

A motion to adjourn at 10:08 pm was made by President McGuire and seconded by Treasurer Mejia.

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

APPROVED:

Kate K. McGuire
_____
President

ATTEST:

Stephen W. Schaaf
_____
Secretary