**ALGONQUIN AREA PUBLIC LIBRARY DISTRICT**
**BOARD OF TRUSTEES MEETING**
**2600 HARNISH DRIVE**
**JANUARY 24, 2018**
**6:30 P.M.**

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, January 24, 2018 at the Harnish Library.

All packets were distributed on Friday, January 19, 2018 and an agenda was posted in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 6:30 p.m. by President McGuire.
Those answering roll call were Trustees Gebhardt, McGuire, Mejia, Schaaf, and Smith. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Christopherson, Parmele, Pearsall, and Slavick.

**AUDIENCE TO VISITORS**
Samantha Josh from Dewberry Architects was present.

**INTRODUCTION TO ROBERTS RULES OF ORDER**
President McGuire discussed the process of Roberts Rules of Order with the Board. She would like to follow the Roberts Rule of Order procedure moving forward. Vice President Gebhardt stated she would like to try the new procedure.

**CONSENT AGENDA**
Treasurer Mejia moved to approve the Consent Agenda seconded by Vice President Gebhardt.
There was some discussion.
A motion to approve the consent agenda with the correction of the date in the December 20, 2017 Board of Trustees Meeting Minutes, the December 20, 2017 Board of Trustees Closed Session Meeting Minutes, the December 2018 Financial Statements, and the FY 2018 Action Date Calendar was made by Treasurer Mejia and seconded by Vice President Gebhardt.

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

**APPROVAL OF THE DECEMBER 2017 DISBURSEMENTS**
Vice President Gebhardt moved to Approve the December 2017 Disbursements of $ seconded Trustee Smith.
After discussion, a motion to approve the December 2017 Disbursements passed with a roll call vote.

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

**APPROVAL OF POLICIES**
President McGuire stated that she will send out dates for the Policy Committee to meet in February.
A motion to approve the Staff Longevity Award Policy as discussed and amended to include retroactive prorated awards for the 2016 and 2017 years was made by Secretary Schaaf and seconded by Trustee Smith. The motion passed with a roll call vote.

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

**REVIEW OF FURNITURE AND FINISHES FOR MAIN LIBRARY AND EASTGATE BRANCH**

Samantha Josh, Interior Designer from Dewberry Architects presented to the Board Furniture and Finishes for the new spaces and the Eastgate Branch. She included the rendering to remind the Board of the overall general plans and finishes of the building. Some of the existing furniture will be repurposed throughout the buildings.

Executive Director Murray discussed items in the Change Order #027. The amount of the CO #27 is $31,334.17. A motion to approve Change Order #027 for construction work in the amount of $31,334.17 was made by Secretary Schaaf and seconded by Vice President Gebhardt. The motion passed with a roll call vote.

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

**REVIEW OF 2016-2018 STRATEGIC PLAN**

President McGuire discussed the preparation of the Strategic Plan prior to the meeting in April. She asked the Trustees to review and highlight any concerns that might be addressed at the planning session. Trustee Schaaf stated that SMART goals are very important as part of the action plan which may include a designated time frame for completion. Treasurer Mejia reiterated the need to have goal with metrics. Executive Director Murray spoke with Harry Christensen. He will be meeting with the strategic planning team which includes the management team on March 6, 2018. He also suggests that one or two Board members are included on the strategic planning team. President McGuire and Treasurer Mejia volunteered to be a part of the strategic planning team. The Strategic Planning retreat will be held on April 21, 2018.

**STAFF REPORTS**

There was some discussion. Treasurer Mejia would like to see trends in addition to the statistics. Secretary Schaaf would like the trends of the core statistics prior to the Strategic Planning Retreat. Executive Director Murray discussed HB4246 which would Prohibit Use of Public Funds for Employee Professional Development and Training Expenses; HB4247 would amend the State Finance Act to prohibit state appropriations for contracts to rent or pay for access to physical space for booths, hospitality suites, or other physical space at a convention or gathering of personnel; HB4248 appears to be a combination of the provisions of HB 4246 and 4248. These bills, if passed, would have a significant impact on local government expenditures on professional development, training, and education of its employees.

**CORRESPONDENCE**

Vice President Gebhardt discussed the possibility of the library posting to other apps ie. Next Door Executive Murray will share this will our marketing team.

President McGuire highlighted the Library's award received at the Algonquin/Lake in the Hills Chamber of Commerce Gala.

**TRUSTEE EDUCATION**

The Trustees viewed a Short Take on Evaluating the Library Director.

**EXECUTIVE SESSION 5 ILCS 120/2.06(d) SEMI-ANNUAL REVIEW OF CLOSED MEETING MINUTESAND 5 ILCS 120/2(C)(1) The APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES**

A motion for Executive Session 5 ILCS 120/2.06(D) Semi-Annual Review Of Closed Meeting Minutes and 5 ILCS 120/2(C)(1) The Appointment, Employment, Compensation, Discipline, Performance, Or Dismissal Of Specific Employees was made by Secretary Schaaf and seconded by Trustee Smith.

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

Return to open session at 10:27pm

**APPROVAL OF EXECUTIVE SESSION MINUTES TO REMAIN CLOSED**

A motion to keep the Executive Session Minutes Closed was made by Vice President Gebhardt and seconded by Secretary Schaaf.

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

**ADJOURNMENT**

A motion to adjourn at 10:28 pm was made by Trustee Smith and seconded by Treasurer Mejia.

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

APPROVED:

/s/ Katrina McGuire
President

ATTEST:

/s/ Stephen Schaaf
Secretary