ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
FEBRUARY 28, 2018
7:30 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, February 28, 2018 at the Harnish Library.

All packets were distributed on Monday, February 26, 2018 and an agenda was posted in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 7:33 p.m. by President McGuire.
Those answering roll call were Trustees Athmalingam, Gebhardt, McGuire, Mejia, and Schaaf. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Parmele, Pearsall, and Slavick. Trustee Sanchez arrived at 7:35 p.m.

AUDIENCE TO VISITORS
Samantha Josh, Designer Dewberry Architects.

CONSENT AGENDA
A motion to approve the consent agenda containing the approval of the January 24, 2018 Board of Trustees Meeting Minutes, the January 24, 2018 Executive Session Minutes, and the January 2018 Financial Statements was made by Secretary Schaaf and seconded by Vice President Gebhardt. There was some discussion. Motion passed

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

APPROVAL OF THE JANUARY 2018 DISBURSMENTS
A motion to approve the January 2018 Disbursements was made by Vice President Gebhardt and seconded by Treasurer Mejia. There was some discussion. Motion passed by a roll call vote 6/0.

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

APPROVAL OF REIMBURSEMENTS FOR TRAVEL, MEAL AND LODGING EXPENSES
Executive Director Murray suggested that two separate motions be considered for approval. The first motion is for Trustee Travel to ILA Trustee Workshop and the ILA Legislative Breakfast and the other is staff attendance at the PLA Conference in Philadelphia.
A motion to approve the Board travel expenses to the ILA Trustee Workshop for Secretary Schaaf in the amount of $44.36 and Trustee Sanchez in the amount of $40.06, as well as travel expenses to the ILA Legislative Breakfast for President McGuire in the amount of $13.63 was made Secretary Schaaf and seconded by Treasurer Mejia. Motion passed by roll call vote 6/0.

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

A motion to approve the travel expenses to PLA Conference in Philadelphia at actual rate per night for Executive Director Murray, Department Manager Pearsall, Department Manager Parmele, Department Manager Slavick, and Librarian McCallum in the amount of $224.00 was made by Vice President Gebhardt and seconded by Treasurer Mejia. Motion passed by roll call vote 6/0.

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

POLICY 3063 UNATTENDED CHILDREN

A motion to approve Policy 3063 Unattended Children was made by Secretary Schaaf and seconded by Treasurer Mejia. There was some discussion. The age changed from 12 years old to 14 years old to align with Illinois law. Motion passed.

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

POLICY 3053 STUDY ROOMS

A motion to approve Policy 3053 Study Rooms as presented was made by Vice President Gebhardt and seconded by Secretary Schaaf. After some discussion, the Board approved the revision to Policy 3053 Study Room.

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

THE INTERLOCAL PURCHASING SYSTEM (TIPS)

Executive Director Murray gave an overview of the Interlocal Purchasing System. She discussed the process on purchasing furniture, services, contracted services, snow removal, janitorial supplies, etc. The Library became a member to take advantage of negotiated competitive pricing after receiving approval from the Library attorney.

CONSTRUCTION UPDATE

a. Samantha Josh from Dewberry Associates presented the lowest bid contract on furniture from the bid opening on Wednesday, February 21, 2018. All companies have been vetted and are expected to come in within budget. A motion to approve the three furniture bid contracts to Meilahn, Henricksen, and Library Furniture International was made by Trustee Athmalingam and seconded by Treasurer Mejia. There was some discussion. Samantha Josh indicated that these contracts will allow us to stay within our contingency. Motion passed by roll call vote 6/0.

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

b. A motion to approve the Change Orders was made by Trustee Athmalingam and seconded by Treasurer Mejia. There was some discussion. PCO #40 – Exterior Stair Modification for Board Room Exit in the amount of $43,028.05 was originally presented as PCO #10 for not to exceed $60,000. Executive Director Murray requested the Board to approve the actual project amount. The motion passed by roll call vote 6/0.

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

A motion to approve an additional work order - The Removal of Fluorescent Lighting to LED Lighting Fixtures for $49,482.00 was made by Treasurer Mejia and seconded by Trustee Athmalingam. The motion passed by roll call vote 6/0.

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

A motion to approve PCO #41- Revisions to Exterior Lighting (parking lot) in the amount of $46,761.29 to include poles and PCO #42 Replacing the Existing Walkway Lighting in the amount of $43,088.00 was made by Treasurer Mejia and seconded by Vice President Gebhardt. The motion passed by roll call vote 6/0.

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

c. Additional lighting proposals have gone to Dewberry for review and there are no change orders for these yet.

STAFF REPORTS

Executive Director Murray gave a construction update to the Board. We are now in Phase 2 of the project. President McGuire commended the staff and the Board for all the hard work. Executive Director Murray discussed the four big projects that are happening right now. This includes the Building Construction, the Community Survey, the Strategic Planning, and the Polaris Migration. The Polaris Migration is the updating of the ILS (Integrated Library System) which is the database of materials and users that patrons and staff use to manage the collection. The staff has been working a lot on training for the April 2018 release of Polaris.

CORRESPONDENCE

A congratulatory letter from past Board member Jarid Brockman for the Library's receiving the Business of the Year award from the Algonquin –Lake in the Hills, Chamber of Commerce.
A thank you letter from St. Margaret Mary School for the Library's support
Trustee Sanchez excused herself at 9:08 pm. Trustee Sanchez returned at 9:14 pm.
The Board viewed a session of Short Takes on Strategic Planning.
Trustees Sanchez and Schaaf reported on the Trustee Workshop that they attended. They would like to connect with community leaders with questions prior to the Strategic Planning session.

EXECUTIVE SESSION 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(C)(1) The Appointment, Employment, Compensation, Discipline, Performance, Or Dismissal Of Specific Employees at 9:33 pm was made by Secretary Schaaf and seconded by Treasurer Mejia.

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

Return to open session at 9:51 pm.

ACTION AS A RESULT OF EXECUTIVE SESSION

There was no action taken.

OTHER ITEMS

Secretary Schaaf stated the Friends Book Sale will begin March 8, 2018 and go through the weekend.

Algonquin Area Public Library's felony theft article was in the newspaper. The Board discussed the process for late/missing items and the collections policy. President McGuire suggested the Policy Committee meet in March 2018.
Library received the Business of the Year Club/Organization award from the Algonquin/Lake in the Hills Chamber of Commerce.
Lynda.com was bought by LinkedIn
Founder's Days wants to partner with the Library

ADJOURNMENT

A motion to adjourn at 10:08 pm was made by Secretary Schaaf and seconded by Vice President Gebhardt.

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

APPROVED:

President

ATTEST:

Secretary