ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
October 24, 2018
7:30 P.M.

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

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

The meeting was called to order at 7:00 p.m. by President McGuire.
Those answering roll call were Trustees McGuire, Mejia, Sanchez, Schaaf, and Smith. Vice President Gebhardt was absent. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, McCallum, and Parmele. Executive Director Murray welcomed Department Managers Chiappone and McCallum and introduced them to the Board. Trustee Athmalingam arrived at 7:03 p.m.

AUDIENCE TO VISITORS
James Holt from Knutte & Associates was present.

CONSENT AGENDA
A motion to approve the consent agenda containing the approval of the September 26, 2018 Board of Trustees Meeting Minutes and the September 2018 Financial Statements was made by Secretary Schaaf and seconded by Trustee Mejia. The September 26, 2018 Executive Session Minutes were tabled.

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

APPROVAL OF THE SEPTEMBER 2018 AND OCTOBER 2018 DISBURSEMENTS
A motion to approve the September 2018 and October 2018 Disbursements was made by Trustee Sanchez and seconded by Trustee Athmalingam. The motion passed by roll call vote 6/0.

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

ANNUAL AUDIT FOR FISCAL YEAR 2017-2018: FIRST DRAFT
James Holt from Knutte & Associates presented the First Draft of the Annual Audit. There was some discussion.

APPROVAL OF REIMBURSEMENT FOR TRAVEL, MEAL, AND LODGING

The motion to approve the Reimbursement for Travel, Meal and Lodging Expenses in the amount of $95.20, $111.20, and $111.20 for three nights lodging for Executive Director Murray's attendance at the Illinois Library Association Conference 2018 was made by Secretary Schaaf and seconded by Trustee Smith. The motion passed by roll call vote 6/0.

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

APPROVAL OF POLICY 2040: WAGE SCALE POLICY

A motion to approve Policy 2040: Wage Scale Policy with amendment that there is no maximum cap decrease was made by Secretary Schaaf and seconded by Treasurer Mejia.

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

APPROVAL OF INVOLVEMENT IN CHARITABLE EVENTS

A motion for approval of Involvement in Charitable Events to include United Way Collection, Jeans for Charity, and the Giving Tree/Mitten Tree as well as other charitable activities that meet the Strategic Plan was made by Treasurer Mejia and seconded by Secretary Schaaf. Motion passed by roll call vote 6/0.

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

REQUIREMENTS FOR PUBLIC LIBRARY PER CAPITA GRANT FY19

The Illinois Veterans History Project portion of the requirements was presented by Department Manager McCallum and Meeting the Needs of Patrons with Challenges or Disabilities portion of the requirements was presented by Assistant Director Dolin. The staff will have access to Serving Homeless Patrons training videos so they can better understand and serve the community.

All other requirements for Public Library Per Capita Grant FY19 have been met.

ADOPTION OF ORDINANCE No. 2018-2019-103, AN ORDINANCE TO LEVY TAXES FOR LIBRARY PURPOSES FOR FY 2018-2019

A motion to adopt Ordinance No. 2018-2019-103, an Ordinance to Levy Taxes for Library Purposes for FY 2018-2019 in the amount of $5,636,507 was made by Secretary Schaaf and seconded by Treasurer Mejia.

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

APPROVAL OF CERTIFICATE OF LEVIES

A motion to approve the Certificate of Levies was made by Secretary Schaaf and seconded by Trustee Smith. The motion passed by roll call vote 6/0.

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

STAFF REPORTS

There was some discussion. The Board would like to see a timeline including a Chart of completion regarding the Strategic Plan.

CORRESPONDENCE

A thank you letter addressed to Librarian Donahue from the Lake in the Hills Historical Society for the opportunity to talk to residents about the history and restoration of the Ford School.
A thank you letter addressed to Librarian Donahue from Roberta Starck for her time and energy to communicate her knowledge and expertise as a librarian and for providing a better picture of librarianship.
Executive Director Murray shared with the Board patrons' comments from the Suggestion Boxes placed throughout both Libraries.
A thank you letter addressed to the Board, Executive Director Murray and Assistant Director Dolin from Administrative Assistant Therens for their support of the AAPLD Library Loop.

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 9:27 pm was made by Secretary Schaaf and seconded by Treasurer Mejia. Motion passed by roll call vote 6/0.

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

Trustee Athmalingam left the Executive Session at 9:30p.m. and did not return.
President McGuire invited Executive Director Murray into Executive Session at 10:33p.m.

Return to open session at 11:00p.m. Trustees McGuire, Mejia, Sanchez, Schaaf, and Smith were in attendance. Executive Director Murray and Assistant Director Dolin were also present.

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

A motion to approve a merit increase of 3% for Executive Director Murray was made by Treasurer Mejia and seconded by Trustee Sanchez.

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

ADJOURNMENT

A motion to adjourn at 11:02 pm was made by Trustee Sanchez and seconded by Trustee Smith

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

APPROVED:

_____
President

ATTEST:

_____
Secretary