ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
November 14, 2018
7:00 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, November 14, 2018 at the Harnish Library.

All packets were distributed on Friday, November 9, 2018 and an agenda was posted in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 7:01 p.m. by President McGuire.
Those answering roll call were Trustees Athmalingam, Gebhardt, McGuire, Mejia, Schaaf, and Smith. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, and McCallum.
Trustee Sanchez arrived at 7:09 p.m.

AUDIENCE TO VISITORS
There were no visitors.

CONSENT AGENDA
A motion to approve the consent agenda as discussed containing the approval of the October 24, 2018 Board of Trustees Meeting Minutes, the September 26, 2018 and the October 24, 2018 Executive Session Minutes, the October 2018 Financial Statements, and the Paid Holidays and Closings 2019 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

APPROVAL OF THE OCTOBER 2018 AND NOVEMBER 2018 DISBURSEMENTS
A motion to approve the October 2018 and November 2018 Disbursements was made by Secretary Schaaf and seconded by Vice President Gebhardt. The motion passed by roll call vote 7/0.

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

ACCEPTANCE OF AUDITED FINANACIAL STATEMENT FOR FISCAL YEAR ENDED JUNE 30, 2018
Executive Director Murray informed the Board that the final documents will be drawn up by Knutte & Associates once the draft is approved. A motion to accept the Audited Financial Statement for Fiscal Year 2017/2018 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

APPROVAL OF CERTIFICATES OF STATUS OF EXEMPT PROPERTY

Executive Director Murray will inform the Board when we receive the document for signature. The motion to approve the Certificates of Status of Exempt Property 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

APPROVAL OF POLICIES

There was some discussion regarding preparation for change to existing policies when new laws are passed.

ACCEPTANCE OF PUBLIC LIBRARY PER CAPITA GRANT FY 19 APPLICATION

Executive Director Murray discussed Chapter 8 of Serving Our Public 3.0 with the Board. A motion for acceptance of Public Library Per Capita Grant FY19 Application as presented was made by Vice President Gebhardt and seconded by Secretary Schaaf.

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

STAFF REPORTS

There was some discussion. The Board supports hiring staff for new spaces and fitting them into the organizational chart. Assistant Director Dolin discussed a Page Assistant Pilot program. If the Library's pilot program in collaboration with the workforce placement program is successful then we could formulate a wage scale and position moving forward. The Board supports the Page Assistant Pilot Program with a six month follow-up. Executive Director Murray discussed metrics and how the information can be presented as an info-graphic to share statistics.
President McGuire congratulated Theresa Therens and the staff for the successful fundraising on the AAPLD Library Loop 5K.

TRUSTEE REPORTS

Vice President Gebhardt questioned how many copies of titles are available with Libby. Adult Services Manager McCallum discussed general information about the North Suburban Digital Consortium and informed the Board that there is now more funding available to purchase additional copies to help fill holds to meet the demands in a more timely way. The goal is to maintain a ratio of 1:4; one copy for every four holds.
Secretary Schaaf reported on the successful Fall Book Sale. $5,664 was raised. He thanked Graphic Artist Haffner for creating a beautiful brochure.
Secretary Schaaf suggested that the Board Facility Committee meet before the next Board meeting.
Treasurer Mejia reminded Executive Director Murray that he would like a cash flow analysis from Ehlers Investments.
President McGuire welcomed Branch Manager Chiappone. She requested that the Board Policy Committee meet in January. She mentioned that goals for Executive Director Murray will be discussed in January.

CORRESPONDENCE

A thank you note sent by the Reis family for the vast services that the Library offers the community.

A thank you note sent by Jarid Brockman to Librarian Donahue for creating successful speaking engagements.

A thank you note sent by Kirsten to Librarian Donahue for the opportunity to present a program on cannabis.

ADJOURNMENT

A motion to adjourn at 8:06 pm was made by Secretary Schaaf and seconded by Trustee Smith.

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

APPROVED:

_____
President

ATTEST:

_____
Secretary