ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
JANUARY 23, 2019
7:00 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, January 23, 2019 at the Harnish Library.

All packets were distributed on Friday, January 18, 2019 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 Gebhardt, McGuire, Mejia, Schaaf, and Smith. Also present were Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, McCallum, and Parmele.

AUDIENCE TO VISITORS
Peter J. Pelke II, candidate for election to Library Board in April.

CONSENT AGENDA
A motion to approve the consent agenda containing the November 14, 2018 Board of Trustees Meeting Minutes and the November 2018 and December 2018 Financial Statements was made by Secretary Schaaf and seconded by Vice President Gebhardt.

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

APPROVAL OF THE NOVEMBER AND DECEMBER 2019, AND JANUARY 2019 DISBURSEMENTS
A motion to approve the November 2018, December 2018, and the January 2019 Disbursements was made by Secretary Schaaf and seconded by Treasurer Mejia. Motion passed with a roll call vote.

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

APPROVAL OF EMPLOYEE TRAVEL EXPENDITURES
A motion to approve lodging expenditures of $149/night for Amy Haffner and Diane Strzelecki to attend the Library Marketing and Communications Conference in St. Louis was made by Secretary Schaaf and seconded by Trustee Smith. The motion passed with a roll call vote.

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

Trustee Sanchez arrived at 7:07pm.

POLICIES
The Policy Committee reviewed the policies and recommends the changes as proposed.

Elimination of Policies
A motion to approve the elimination of the School Library Card Policy and the Replacement Card Policy as proposed by the Policy Committee was made by Secretary Schaaf and seconded by Treasurer Mejia. Eliminate the School Library Card Policy and the Replacement Card Policy. The motion passed by voice vote with no opposition.

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

Updated Policies
A motion to approve amendments to Policies PM712 Association Membership & Conference Attendance, PM716 Travel Expenses, 1050: Public Participation, 3011: Library Cards, 3020: Circulation of Library Material, 3030: Library Programs, 3053: Study Rooms as proposed by the Policy Committee was made by Secretary Schaaf and seconded by Treasurer Mejia. The motion passed by voice vote with no opposition.

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

New Policies
A motion to adopt new policies 2025: Disposal of Surplus Library Materials and 3045 Alcohol Beverages as proposed by the Policy Committee was made by Secretary Schaaf and seconded by Treasurer Mejia. The motion passed by a voice vote with no opposition.

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

APPROVAL OF ACCOUNTING CONTRACT
A motion to renew a three year Accounting Contract with the Lauterbach & Amen was made by Trustee Sanchez and seconded by Vice President Gebhardt. Motion passed by a roll call vote 7/0.

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

APPROVAL OF AUDIT CONTRACT
A motion to approve the amended Audit Contract for two years with Sikich was made by Vice President Gebhardt and seconded by Treasurer Mejia. Motion passed by a roll call vote 7/0.

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

REVIEW OF CASH FORECAST AND PROPOSED INVESTMENT PLAN
Executive Director Murray discussed the Review of Cash Forecast through June 2019 that was prepared by Ken Herdemann with the recommendation to invest in laddered CD's with maturities timed to pay the debt certificate payments. There was some discussion. Investment decision tabled for a meeting with Treasurer Mejia and Executive Director Murray to review the Investment Policy.

QUARTERLY REVIEW OF STRATEGIC PLAN FY19-21
Executive Director Murray reported on the progress of the Strategic Plan. There was some discussion regarding metrics which should include library visits, study room use, circulation, program attendance, number of programs, e-resource usage. Trustees would also like to see trends over time, analysis, actions taken, and results.

STAFF REPORTS
There was no discussion.

Trustee Smith stepped out at 8:59pm and returned at 9:01pm.

TRUSTEE REPORTS

Treasurer Mejia commented on the downtime in Polaris for Morton Grove addition to CCS
Trustee Sanchez reported that the policy meeting went well and that they must continue to meet regularly.
Secretary Schaaf stated he is looking forward to the new capital assessment from Doug Pfeiffer. Friends would like a report of expenditures.
Trustee Athmalingam asked if we were doing anything for federal government workers and asked if there is something we can do.
President McGuire congratulated the Library on the Chamber of Commerce Award. She reminded the Committee Chairs to work with Administration to schedule committee meetings.
Executive Director Murray informed the Board the Capital Assessment Review Plan could cost $8,000 to $10,000.

CORRESPONDENCE

A thank you letter to Librarian Tomsu from intern, Ms. Lakeman.
A thank you letter to Librarian Duray from Ms. Syskiewicz for his one to one help with technology
Thank you letters to Executive Director Murray and Marketing Associate Strzelecki from the United Way, Rosecrance, and TLS Veterans for the Library's efforts this fall.
McHenry County Tax appeal parcel numbers 19-11-305-005; 19-28-130-020; 19-34-279-014; 19-30-405-001; 19-31-226-008; 19-35-330-014; 19-35-303-002; 19-34-127-025; 19-32-401-002; 19-32-351-021; 19-32-351-001; 19-31-226-011; 19-30-405-002; 19-31-227-021; 19-31-476-023; 19-29-401-037; 19-31-226-018;
Certificate of Tree Planting from ECO Promotional Products, Inc.

Trustee Athmalingam stepped out at 9:34pm and returned at 9:39pm.

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 to enter an 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 at 9:40 pm was made by President McGuire and seconded by Trustee Smith.

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

Return to open session at 10:16pm.

Trustees Sanchez and Athmalingam departed at 10:18pm.

APPROVAL OF EXECUTIVE SESSION MINUTES TO BE OPENED OR REMAIN CLOSED

The motion was tabled pending and Ad Hoc Committee Review.

ACTION AS A RESULT OF EXECUTIVE SESSION

The Board appointed Executive Director Murray and Assistant Director Carol Dolin to an ad hoc committee to review the body of executive session minutes, consult legal counsel if necessary, and prepare a recommendation for the Board's consideration for the February Board Meeting Executive Session.

ADJOURNMENT

A motion to adjourn at 10:20 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:

President

ATTEST:

Secretary