ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
APRIL 24, 2019
7:00 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, April 24, 2019 at the Harnish Library.

All packets were distributed on Friday, April 19, 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 Athmalingam, Gebhardt, McGuire, Mejia, Sanchez, Schaaf, and Smith. Also present were Executive Director Murray, Assistant Director Dolin and Department Managers McCallum, Parmele, Christopherson, and Chiappone.

AUDIENCE TO VISITORS
There were no visitors.

CONSENT AGENDA
A motion to approve the consent agenda containing the approval of the March 20, 2019 Board of Trustees Meeting Minutes, the March 2019 Financial Statements, and the Budget and Levy Calendar for FY 2019/2020 was made by Secretary Schaaf and seconded by Vice President Gebhardt.

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

APPROVAL OF THE MARCH 2019 AND APRIL 2019 DISBURSEMENTS
A motion to approve the March 2019 and April 2019 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 and Mejia, Sanchez, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF REIMBURSEMENTS FOR TRAVEL, MEAL AND LODGING EXPENSES
A motion to approve the travel reimbursement for Treasurer Mejia's attendance at the ILA Trustee Forum Workshop in Oak Brook on March 16, 2019 in the amount of $39.44 was made by Vice President Gebhardt and seconded by Secretary Schaaf. The motion passed by roll call vote 7/0.

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

FACILITIES COMMITTEE UPDATE
Secretary Schaaf discussed the update of the 2011 Capital Needs Assessment Plan prepared by Dewberry. The updated plan details the needs and assets of both Library buildings. The Capital Needs Assessment Plan is a comprehensive tool to help plan for our long and short term budget needs. Executive Director Murray and Assistant Director Dolin will be carefully reviewing to fine tune the plan to remove items that have been completed or are no longer relevant. Executive Director Murray asked that the Trustees bring to her attention any other items that may have been brought to them from members of the community. Executive Director Murray will send the Capital Needs Assessment Plan to the Board digitally. She gave a synopsis of the Plan to the Board. Assistant Director Dolin informed the Board that there is an asset control inventory scheduled for next week which will be an opportunity for us to look at the age of some of the items and we will know for sure if the items are newer than what is listed on the sheet. President McGuire reiterated the importance of the committee's meeting before the approval of the new Budget.

STRATEGIC PLAN UPDATE

Executive Director Murray discussed the 3rd quarter objectives - Developing a Set of Metrics –
She talked about the "Big 5". Library visits, circulation, programs and programs attendance, use of spaces, and engagement. She provided the Board with charts that show how we are trending over time. Secretary Schaaf thanked Executive Director Murray and the staff for the effort put towards the charts. Secretary Schaaf questioned the use of the drive up and its trend. Department Manager Christopherson responded that the drive up was the number one request of the focus groups prior to the construction of the current Main Library building and has always been popular. Treasurer Mejia stated that the reports are great. It's excellent progress, insightful information conveyed easily to the Board. He would like to see circulation numbers without the automatic renewals included. Executive Director Murray will bring to the Board additional information and insights as to why a particular trend might occur.
President McGuire inquired about whether we saw a particular up-tic with our visits with the renovation. She is concerned that we may need to advertise more. President McGuire suggested that a connection with the Realtors Breakfast would be beneficial.
Executive Director Murray reported that the staff is tracking the reason why and how long people are staying. The suspected trend is that people are staying longer. Regarding Connecting With the Community - identify additional sources to expand ebooks and creating connections with school administrators - Staff met with elementary media coordinators to see how we can best serve the schools. The Directors of the Algonquin Area, Fox River Valley, and Ella Johnson Memorial libraries put together a memorandum of understanding with the D300 Superintendent and the Chief Operating Officer. One suggestion was to make library card registration included with school registration.
President McGuire commended Executive Director Murray and the Board for their efforts on the Strategic Plan.

STAFF REPORTS

There was some discussion. Executive Director Murray discussed the ways that the staff is getting out and meeting the members of the community. Reminder: the LACONI Trustee Banquet is May 10, 2019.

CORRESPONDENCE

Kane and McHenry County Official Canvas report indicates that Trustees Sanchez and Smith are re-elected and Peter J. Pelke II is elected to the Board.

TRUSTEE REPORTS

Trustee Smith is thankful for the metrics.
Trustee Sanchez stated that spreadsheet and charts help.
Secretary Schaaf extends good luck to the Library Team at the trivia contest supporting the Literacy Connection.
Executive Director Murray informed the Board that the Library is going to be a site this summer for training for Literacy Connection.
Vice President Gebhardt shared that she enjoyed her experience on the Board and that she will miss it.
President McGuire extended her thanks to Vice President Gebhardt for her service to the Library.
The Policy Committee will meet at 6:30 pm on May 1, 2019. The Budget and Personnel Committee will meet at 6:30 pm on May 15, 2019.

ADJOURNMENT

A motion to adjourn at 8:01 pm was made by Secretary Schaaf and seconded by Trustee Smith.

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

APPROVED:

President

ATTEST:

/Michael Smith/

Michael Smith, Secretary pro tem