ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE (Virtual)
June 24, 2020
7:00 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, June 24, 2020 at 7:00 pm. The meeting was conducted virtually, without a physical quorum present, authorized by Executive Order of the Governor of the State of Illinois (COVID-19 Executive Order No. 5, March 16, 2020). Executive Director Murray was present at the 2600 Harnish Drive Location.

All packets were distributed on Friday, June 20, 2020 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 virtually were Trustees McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith. Also present were Executive Director Murray, and remotely Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele, and PR/Marketing Coordinator de Lima.

AUDIENCE TO VISITORS
Staff Member Jennifer Jazwinski joined the meeting in progress remotely after the audience to visitors. There was no public comment.

CONSENT AGENDA
A motion to approve the consent agenda containing the May 27, 2020 Board of Trustees Meeting Minutes and the May 2020 Financial Statements was made by Vice President Schaaf and seconded by Trustee Pelke. Motion passed with a roll call vote

Ayes: McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: Athmalingam
Abstain: None

Trustee Athmalingam joined the meeting virtually at 7:06pm.

APPROVAL OF THE MAY AND JUNE 2020 DISBURSEMENTS
Electrostatic cleaning will be done on a regular basis to disinfect surfaces during the CoVid Pandemic. Payments continue to Shales-McNutt until the project is finished. One of the light bars arrived damaged, so the work is not quite done. A motion to approve the May and June 2020 Disbursements was made by Vice President Schaaf and seconded by Trustee Pelke. Motion passed with a roll call vote.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF ORDINANCE NO 2019-2020-105: AN ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND

The Budget and Personnel Committee met on Wednesday, June 17 at 6pm to discuss the FY 2020-2021 Budget, budgeting processes, and fund balances. Executive Director Murray prepared five options of the Tentative Budget and Appropriation Ordinance, each with a different amount to be transferred to the Special Reserve Fund to maintain a Corporate Fund Balance of 6-12 months of FY 2019-2020 spending per the revised Fund Balance Policy. The amounts to be transferred varied from a range of $400,000 as planned in the FY 2019-2020 budget to $2,300,000. The committee recommends transferring $1,000,000 from the Corporate fund to the Special Reserve fund. A motion was made to adopt Ordinance No. 2019-2020-105 An Ordinance transferring $1,000,000 to the Special Reserve Fund and seconded by the Budget and Personnel Committee. The motion passed with a roll call vote.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF POLICY 2019: CREDIT CARD POLICY AND POLICY 3061: COVID-19 SAFETY POLICY

Executive Director Murray presented Policy 2019: Credit Card Policy and Policy 3061: COVID-19 Safety Policy for consideration by the Board of Trustees. Both policies have been reviewed and approved by the Library's attorney. Policy 2019: Credit Card Policy was recommended by the auditors during the FY2019 audit. Six employees carry Library credit cards and each signed an agreement regarding the card's use when they received the cards. No additional staff will receive credit cards at this time; however each will sign the new form attached to the policy. This will meet the standard recommended by the auditors. Policy 3061: COVID-19 Safety Policy will be posted when the Library opens to the public. The policy will remain in force unless the state of Illinois reaches Restore Illinois Phase 5. A motion to adopt Policy 2019: Credit Card Policy and Policy 3061: COVID-19 Safety Policy was made by Vice President Schaaf and seconded by Trustee Medrano-Sanchez. The motion passed with a roll call vote.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF FISCAL YEAR 2020-2021 FINANCIAL ORDINANCE CALENDAR

Executive Director Murray presented a financial ordinance calendar for fiscal year 2020-2021, which the Budget and Personnel Committee reviewed on Wednesday, June 17. A motion to adopt the proposed Fiscal Year 2020-2021 Financial Ordinance Calendar was made by Trustee Pelke and seconded by Vice President Schaaf. The motion passed with a roll call vote.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVAL OF FY2020-2021 OPERATING BUDGET

Executive Director Murray presented a proposed operating budget for fiscal year 2020-2021, which the Budget and Personnel Committee reviewed and recommended for approval on Wednesday, June 17. A motion to adopt the proposed Fiscal Year 2020-2021 Operating Budget

ad presented was made by Vice President Schaaf and seconded by the Budget and Personnel Committee. The motion passed with a roll call vote.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

ADOPTION OF ORDINANCE NO 2019-2020-106: AN ORDINANCE ADOPTING A TENTATIVE COMBINED BUDGET & APPROPRIATIONS FOR FY 2020-2021

Executive Director Murray reviewed a proposed draft of FY 2020-2021 Tentative Budget and Appropriation Ordinance, based on the Budget and Personnel Committees recommendation to transfer $1,000,000 to the Special Reserve Fund, which will leave approximately 9 months of spending in the Corporate Fund balance. The Ordinance Presented is identical to Option B presented at the Budget and Personnel Committee meeting except that the dates in the headings were updated to reflect the correct years and the appropriation amounts were adjusted in four lines. All budget numbers remain the same. A motion was made to adopt Ordinance No. 2019-2020-106 An Ordinance Adopting a Tentative Budget and Appropriations for FY 2020-2021 and seconded by the Budget and Personnel Committee. The motion passed with a roll call vote.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

SCHEDULING A PUBLIC HEARING FOR THE ANNUAL BUDGET AND APPROPRIATIONS

Executive Director Murray proposed August 26, 2020 before the Regular Board Meeting as a date for the Public Hearing for the Annual Budget and Appropriations Ordinance. A motion to schedule the Public Hearing regarding the Annual Budget and Appropriations Ordinance on August 26, 2020 at 7pm was made by Trustee Medrano-Sanchez and seconded by Vice President Schaaf. The motion passed by roll call vote.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

OPERATIONS DURING AND AFTER CORONAVIRUS PANDEMIC

Executive Director Murray reviewed the memo regarding reopening to the public, which was included in the Board Packet. Illinois is on track to move to Phase 4 of the Restore Illinois Plan, which will allow for many businesses and organizations to open to the public in a reduced capacity and with face covering required for anyone over two years of age. We expect to disband the teams of employees and allow staff to return to the library to work 100% of their budgeted hours beginning July 6 to prepare to open to patrons entering the buildings on July 20. We will continue to allow staff to telework to help with physical distancing as long as we have adequate staff to complete our work and safely serve the public. It may be possible to start with a soft opening on July 13 to work out the kinks before a general opening to the public. If the COVID-19 situation continues to trend downward, it may be possible to hold the July Board Meeting in person at the Library.

DISCUSSION REGARDING EQUITY, DIVERSITY AND INCLUSION

Executive Director Murray presented two options for proposed statements for the Library to make regarding Equity, Diversity, and Inclusion in response to requests from some staff and members of the public after the death of George Floyd at the hands of police in Minneapolis. There was some discussion and President McGuire heard from each of the trustees regarding their position on making such a statement. A motion was made to issue Option B was made by Treasurer Mejia and seconded by Vice President Schaaf. The motion passed by roll call vote.

Ayes: Athmalingam, McGuire, Mejia, Schaaf, and Smith
Nays: Medrano-Sanchez and Pelke
Absent: None
Abstain: None

Links to the Library's statement will be posted on the slider on the Library's website and on social media. Links will also be provided to statements by ALA and ILA. We will also more prominently provide resources to learn more including lists of recommended books and other information for adults, teens, and children.

STAFF REPORTS

Staff reports were provided in the Board Packet as usual. Things are proceeding smoothly and staff continue to work more hours than they are required to during the Stay at Home Order. E-book use has increased dramatically during this time as have downloadable and streaming television series and movies. Downloadable audiobook use has remained steady. Online programming continues to draw strong interest.

TRUSTEE REPORTS

Vice President Schaaf asked about the executive session minutes. Secretary Smith submitted them to Administrative Assistant Therens. The drafts of the executive session minutes are in the binder awaiting review when the Board is able to meet in person again. Pinpoint is still seeking final interview candidates and will be ready to share a report at an upcoming meeting. The Friends will offer scholarships for Bachelors and Masters program attendees and ask that the Library make staff aware of this opportunity.

Trustee Medrano-Sanchez had nothing to report.

Trustee Athmalingam had nothing to report.

Trustee Pelke asked about the Public Bathroom renovation project. Executive Director Murray reported that the project is complete other than a few punch list items and the damaged light bar.

Trustee Smith is excited to be able to come back into the library later in July.

Treasurer Mejia thanked Executive Director Murray and the Management Team for their work on the budget. He asked that Executive Director Murray investigate what is involved in abatement in preparation for the Levy discussion.

President McGuire thanked the trustees and staff for their efforts in working effectively, staying engaged, and attending the meetings remotely as we navigate the COVID-19 pandemic environment. She regrets to report that she and her husband have sold their home and her position of employment was eliminated. They will be moving out of state in August and her last Board Meeting will be July 22. She thanked the Board for their service and said she will miss working with them.

The next scheduled meeting is for July 22, 2020, and will be held in person at the Harnish Main Library unless otherwise noted.

CORRESPONDENCE

We received a letter from the Illinois Secretary of State awarding the Library $51,011.25 for the FY20 Illinois Public Library Per Capita Grant. We received an update regarding OMA requirements from the Library's attorney. We received a certificate of tree planting. There was no public comment submitted during the course of the meeting.

ADJOURNMENT

A motion to adjourn at 8:40 pm was made by Vice President Schaaf and seconded by Trustee Pelke. The motion passed by roll call vote.

Ayes: Athmalingam, McGuire, Medrano-Sanchez, Mejia, Pelke, Schaaf, and Smith
Nays: None
Absent: None
Abstain: None

APPROVED:

_____
President
ATTEST:

_____
Secretary