ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
AUGUST 25, 2021

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, August 25, 2021 at 7:00 p.m. The meeting was held at the Harnish Drive Location. A physical quorum was present with Executive Director Murray at the Harnish Main Library.

All packet documents were made available on or before the day of the meeting and an agenda was posted online and in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 7:11 p.m. by President Schaaf following the Budget and Appropriation Hearing. Those answering roll call were President Schaaf, Trustee Medrano-Sanchez, Trustee Sharkey, and Secretary Taylor. Trustee Athmalingam, Treasurer Pelke, and Vice President Smith were absent.

Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele were also present.

AUDIENCE TO VISITORS
There were no public comments.

CONSENT AGENDA
A motion to approve the consent agenda containing the July 28, 2021 Regular Board Meeting Minutes, July 2021 Financial Statements, and the 2020-2021 IPLAR was made by Secretary Taylor and seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Medrano-Sanchez, Schaaf, Sharkey, and Taylor
Nays: None
Absent: Athmalingam, Pelke, and Smith
Abstain: None

APPROVAL OF THE JULY-AUGUST 2021 DISBURSEMENTS
A motion to approve the July-August 2021 Disbursements was made by Trustee Medrano-Sanchez and seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Medrano-Sanchez, Schaaf, Sharkey, and Taylor
Nays: None
Absent: Athmalingam, Pelke, and Smith
Abstain: None

APPROVAL OF THE AMENDED FISCAL YEAR 2021-2022 OPERATING BUDGET
The 2021 Per Capita Grant was increased after the Board had adopted the Operating Budget and Tentative Budget and Appropriations Ordinance for Fiscal Year 2021-2022. As a result, Executive Director Murray proposed an amended operating budget to ensure that the numbers in the operating budget align with those in the final Budget and Appropriation Ordinance and the Certified Estimate of Revenues by Source, which will be adopted later in the meeting. A motion to approve the Fiscal Year 2021-2022 Operating Budget was made by Secretary Taylor and seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Medrano-Sanchez, Schaaf, Sharkey, and Taylor
Nays: None
Absent: Athmalingam, Pelke, and Smith
Abstain: None

ORDINANCE 2021-2022-101, A Combined Annual Budget and Appropriations Ordinance for Library Purposes for Fiscal Year 2021-2022

There were no comments at the public hearing and no discussion by the Board regarding the Annual Budget and Appropriations Ordinance. The only change made between the Tentative B&A and the Final B&A was the increase in per capita grant revenue as discussed in the previous agenda item. A motion to adopt Ordinance 2021-2022-101, A Combined Annual Budget and Appropriations Ordinance for Library Purposes for FY 2021-2022 was made by Secretary Taylor and seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Medrano-Sanchez, Schaaf, Sharkey, and Taylor
Nays: None
Absent: Athmalingam, Pelke, and Smith
Abstain: None

APPROVAL OF CERTIFIED ESTIMATE OF ANTICIPATED REVENUE BY SOURCE

A motion to adopt the Certified Estimate of Anticipated Revenue by Source as presented was made by Trustee Sharkey and seconded by Secretary Taylor. The motion passed by roll call vote:

Ayes: Medrano-Sanchez, Schaaf, Sharkey, and Taylor
Nays: None
Absent: Athmalingam, Pelke, and Smith
Abstain: None

ORDINANCE 2021-2022-102, AN ORDINANCE DETERMINING TO LEVY FOR FY 2021-2022 AN ADDITIONAL TAX OF UP TO .02% OF EQUALIZED OR ASSESSED VALUE OF TAXABLE PROPERTY FOR PARTICULAR BUILDING AND EQUIPMENT PURPOSES IN ACCORDANCE WITH 75 ILCS 16/35-5(b)

A motion to adopt Ordinance 2021-2022-102, An Ordinance determinant to levy for FY 2021-2022 an Additional Tax of up to .02% of Equalized or Assessed Value of Taxable Property for Particular Building and Equipment Purposes in accordance with 75 ILCS 15/35-5(b) was made by Trustee Medrano-Sanchez and seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Medrano-Sanchez, Schaaf, Sharkey, and Taylor
Nays: None
Absent: Athmalingam, Pelke, and Smith
Abstain: None

SELECTION OF PUBLIC OFFICER PROHIBITED ACTIVITIES ACT AUDITING OFFICIALS

Effective July 1, 2021, the State requires us to adhere to new amendments to the Public Officer Prohibited Activities Act and the SAFE-T Act. The Library has the option to designate the auditing official to whom employees should report improper governmental behavior, or if no one is appointed, the County State's Attorney becomes the de facto auditing official. Having someone in house offers a clear path for employees to report actions they believe are improper internally, but does not preclude them from reporting the action to the County State's Attorney or other trusted official. Training is required and will be offered at the October All Staff Inservice. A reporting path that includes contact information for the County State's Attorney will be provided to all staff. Annual Training will be made available in the Library's Niche Academy for ease of access by staff. A motion to adopt Ordinance 2021-2022-103, An Ordinance Designating Auditing Officials to Comply with Public Act 101-652 was made by Secretary Taylor and seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Medrano-Sanchez, Schaaf, Sharkey, and Taylor
Nays: None
Absent: Athmalingam, Pelke, and Smith
Abstain: None

POLICY 3061: COVID-19 SAFETY POLICY

No changes are proposed at this time. The Library plans to follow the lead of the Illinois Department of Public Health and State of Illinois. The rate of community spread is posted at the entrance of both Libraries and masks are available near the entrance and/or at public service desks. The majority of patrons are wearing masks as recommended by the CDC and other public health agencies.

EASTGATE BRANCH UPDATE

Executive Director Murray reviewed progress on the Eastgate Project Next Steps list, which included a heat map of Trustee responses to the Spectrum of Possibilities form, supporting study documents folder shared with the trustees, and a document with graphs illustrating the percentage of Eastgate Branch to total annual visits, annual check outs of materials, and annual computer use for the previous five years. The statistics appear to demonstrate that while Eastgate Branch typically sees a lower percentage of materials checkouts, visits and computer use remain relatively high at 25-26% of overall visits, and 36-38% of overall computer use. Executive Director Murray will continue to seek and report statistical and anecdotal information to assist with decision making for this project.

COMMITTEE REPORTS

Budget and Personnel – Nothing to report
Facilities – Nothing to report
Policy – A Policy Committee Meeting will be called in Early to mid-September to perform periodic review according to the Policy Review Cycle and the Tuition Reimbursement and FFCRA Emergency Sick Policy.

STAFF REPORTS

Staff reports and statistics were included in the packet as usual. PR/Marketing Coordinator Ryan Jana joined the staff in early August and hit the ground running. Watch for a Library Card Sign Up month promotion featuring yard signs for new card holders and library supporters.

TRUSTEE REPORTS

- Trustee Sharkey started back to school last week and reported to her colleagues that she had been elected to the Library Board. Many peers approached to rave about the Library and how much they help teachers. She also appreciates seeing how much she saves by using the library on the check out receipts
- Secretary Taylor visited the library earlier in the month and was pleased to observe that most library users seem to be wearing masks. The signs and availability of masks seems to be working well.
- Trustee Medrano-Sanchez reported that she and her family had participated in and enjoyed the Summer Reading Program and the Rockin' Rollick. She asked if the Library still accepts purchase requests. Adult Services Manager McCallum responded yes, both in person and via a shared Google form that is directed to the selector for the material requested. It may take time for some things to arrive, especially if they are requested before something is published.
- President Schaaf thanked the staff for putting so much effort and time into the Rockin' Rollick. It was well done and a lot of fun. The Friends of the Library had two donation days and collected 130+ boxes of materials. The Friends are swapping out materials that have been through a book sale with the materials that are coming in. A regular donation collection box will be put out at Harnish after Labor Day. With the Delta Variant of COVID-19 on the rise, he polled the trustees on whether they prefer to meet in person or remotely. All trustees present agreed that they preferred to meet in person as long as no danger is involved. Accommodations are available under the Open Meetings Act to those traveling for business or for medical reasons.

CORRESPONDENCE / PUBLIC COMMENT

Correspondence included a memo from the Library's Attorney regarding Whistleblower Reporting and the SAFE-T Act and a compilation from the Library's Suggestion Box.

ADJOURNMENT

A motion to adjourn the meeting at 8:14 was made by Trustee Medrano-Sanchez and seconded by Trustee Sharkey. The meeting was adjourned unanimously by voice vote.

APPROVED:

Stephen W. Schaaf
President

ATTEST:

Secretary