ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
SEPTEMBER 22, 2021

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, September 22, 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 7:00 p.m. by President Schaaf.
Those answering roll call were President Schaaf, Trustee Medrano-Sanchez (arrived at 7:02), Treasurer Pelke, Trustee Sharkey, Vice President Smith, and Secretary Taylor. Trustee Athmalingam was absent.

Executive Director Murray, Assistant Director Dolin, and Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele, and PR/Marketing Coordinator Jana were also present.

AUDIENCE TO VISITORS
There were no public comments.

CONSENT AGENDA
A motion to approve the consent agenda containing the August 28, 2021 Budget & Appropriations Hearing Minutes, August 28, 2021 Regular Board Meeting Minutes, and the August 2021 Financial Statements was made by Treasurer Pelke and seconded by Secretary Taylor. The motion passed by roll call vote:

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

Trustee Medrano-Sanchez arrived at 7:02 p.m.

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

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

PROCLAMATION FOR NATIONAL FRIENDS OF LIBRARIES WEEK – OCTOBER 17-23, 2021
President Schaaf read aloud the Proclamation for National Friends of Libraries Week, which will be October 17-23, 2021, and declared that the Board should adopt it as presented. The declaration passed by roll call vote:

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

ADOPTION OF RESOLUTION 2021-02, A RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED
Executive Director Murray explained the purpose for and reasoning behind the amount of funds needed for the Library in fiscal year 2022-2023. This document begins the process of preparing the Levy which will provide those funds. The amount is based on the extension for 2020-2021 plus 4.9%. A motion to adopt Resolution 2021-02, a

Resolution to Determine Estimate of Funds Needed was made by Treasurer Pelke and seconded by Trustee Sharkey. The motion passed by roll call vote:

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

APPROVAL OF POLICIES

The Policy Committee met on Tuesday, September 14 and reviewed the policies presented for consideration by the board and made a recommendation to the Board to approve the policies as presented. The EFMLA Policy's expiration date has been extended to June 30, 2022 as requested. All other policies are the same as were presented to the Policy Committee. A motion was made by Trustee Medrano-Sanchez to adopt Policies PM 114: Whistleblower, PM 311: FMLA Leave Expansion & Emergency Sick Leave Policy Due to COVID-19 Pandemic, PM 710: Tuition Reimbursement, Policy 2002: Fund Balance, Policy 3006: Identity Protection, Policy 3025: Interlibrary Loan, Policy 3035: Information Services, Policy 3055: Community Information Display, and Policy 3054: Display Cases and Exhibit Space as presented. The Policy Committee's recommendation serves as the second. The motion passed by roll call vote:

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

EASTGATE BRANCH UPDATE

Executive Director Murray and President Schaaf shared information from a meeting between the two of them and Village of Algonquin Board President Debby Sosine, Village Manager Tim Schloneger, and Director of Parks & Recreation Department Katie Gock. At this meeting, they discussed the possibility of partnering to build a community center similar to the one described in the Village of Algonquin Park and Recreation Master Plan. In this meeting, it became clear that the Master Plan was aspirational and resources were limited to pursue a shared facility. The Library would be expected to take the lead on the project and the Village/Parks & Rec Department could provide some limited support, perhaps with parking or assisting with utilities. There are no identified funds to enter into a partnership at this time; however, the Village leadership expressed opposition to any decision to close the Eastgate Branch due to the negative message that would send to the residents on the east side of Algonquin. Trustees agree that serving the residents on the east side of the district is important and the visioning work done by PinPoint and engineering analysis of the Eastgate Branch facility provide valuable information from which to begin. Understanding where the Village stands is another important piece of information. Executive Director Murray shared demographic information and statistics from schools that serve residents of the Library District. Further study is needed to ensure that any Library Branch renovation or green field building project enables the Library to provide services that meet the needs of the residents on the east side of the district, and perhaps also draws residents from all areas of the district to the facility for those services. Executive Director Murray also stated that whether it is a newly constructed or renovated on the current site, it will remain a branch facility as opposed to a second main library on the east side. Executive Director Murray will speak to the real estate agent regarding properties in the area and possibilities for parking at the current location. Staff will update the Needs-Wants-Wishes list from the Eastgate Branch including costs for work that has already been completed.

COMMITTEE REPORTS

Budget and Personnel – A meeting is needed to prepare the Levy request. Trustees should watch for and respond to a doodle poll with dates the weeks of October 4 and October 18.
Facilities – A meeting may be scheduled after reviewing the results of the updated Needs, Wants, Wishes list.
Policy – The Policy Committee meeting went well. Good discussion of policies and Trustee Medrano-Sanchez is pleased that the Tuition Reimbursement Policy has been expanded. She hopes staff will take advantage of the support available. The next meeting is not planned until sometime in January 2022.

TRUSTEE REPORTS

- Trustee Sharkey had nothing to report this month.
- Secretary Taylor's son Eddie was excited to be on the Library's Facebook Page. He was very excited to get his first library card. She was pleased that the Library has child sized masks. Even though she carries extras in her car, it is easy to forget and the convenience and novelty of having them inside helps to encourage the kids to wear them. She said it is good to see the Library's yard signs out and about. Several of her neighbors have them.
- Vice President Smith had nothing to share this month.
- Trustee Medrano-Sanchez has a new car and is helping with CCD at her church.
- Treasurer Pelke remarked on the offerings in the Library's Niche Academy, which he enjoyed. He asked about the Friends' Book Donation bin, which is in the vestibule at the Main Library. He passed his engineering license again this year.
- President Schaaf reported that the Friends of the Library had two donation days and collected 130+ boxes of materials. The Friends are planning a book sale for the weekend of November 11-14. He remarked on the number of library cards, which are correct this month, but were reported incorrectly in August due to an error in the formula in the spreadsheet. Executive Director Murray's annual evaluation is approaching. Trustees should watch for her self-evaluation and the blank evaluation document by October 1. The completed evaluation should be returned to President Schaaf by October 11 so he has time to compile the information on time for the October 27 Regular Board Meeting when the Board will meet in closed session to evaluate Executive Director Murray. Objectives will be given at a different time.

STAFF REPORTS

A written report was in the Board Packet as usual. Executive Director Murray introduced Ryan Jana, the new PR/Marketing Coordinator. He reported on the Library's planned programming for the upcoming Banned Books Week and showed the trustees the yard sign, which was one of his first projects and celebrates National Library Card Sign Up Month.

CORRESPONDENCE / PUBLIC COMMENT

Correspondence included a letter of thanks to Administrative Associate Theresa Therens from Versiti, the company that does blood drives at the Library. Theresa has coordinated blood drives at the Library for a number of years. Before the pandemic, the blood drives were done in the large meeting room. When they could no longer come into the building, the company started bringing a bus. The volume has grown and now they bring two buses. This is a valued service to the community and Theresa is to be commended for her efforts. President Schaaf and the Board of Library Trustees thank Theresa for this and for all of the support she provides to the library community and trustees.

ADJOURNMENT

A motion to adjourn the meeting at 8:31 was made by Trustee Medrano-Sanchez and seconded by Trustee Sharkey. The meeting was adjourned unanimously by voice vote.

APPROVED: ATTEST:

Stephen W. Schaaf

President Secretary