ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
OCTOBER 27, 2021

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, October 27, 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 7:01 p.m. by President Schaaf.
Those answering roll call were President Schaaf, Trustee Medrano-Sanchez, 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
Jim Savio attended to present the draft of the Annual Financial Audit.

CONSENT AGENDA
A motion to approve the consent agenda containing the September 22, 2021 Regular Board Meeting Minutes, September 2021 Financial Statements, and the 2022 Holidays and Closings was made by Treasurer Pelke and seconded by Trustee Sharkey. The motion passed unanimously by voice vote:

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

APPROVAL OF THE SEPTEMBER-OCTOBER 2021 DISBURSEMENTS
A motion to approve the September-October 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

PRESENTATION OF THE ANNUAL FINANCIAL AUDIT FOR FY 2020-2021
Jim Savio of Sikich presented a draft of the annual financial audit for the Board's consideration. He reported that the audit was performed and presented with an unqualified opinion. The audit process went smoothly and presented no red flags. Should any of the trustees have any questions, they should submit them to Executive Director Murray and she will send them to Mr. Savio. The final draft of the audit should be approved at the December regular Board meeting and will be submitted before it is due in December.

ADOPTION OF ORDINANCE 2021-2022-104: AN ORDINANCE TO LEVY TAXES FOR LIBRARY PURPOSES FOR FISCAL YEAR 2021-2022
Executive Director Murray presented the Levy Ordinance, Certificate of Levies, and Certificate of Truth in Taxation Act for the Board's consideration. The Board's Budget and Personnel Committee met on October 19 to discuss the documents. They recommend that the Board adopt the ordinance with a 3.0% increase over the previous year's extension.

A motion to adopt Ordinance 2021-2022-104: An Ordinance to Levy Taxes for Library Purposes for Fiscal Year 2021-2022, Certificate of Levies, and Certificate of Truth in Taxation Act Compliance as presented was made by Treasurer Pelke and seconded by the Budget and Personnel Committee. The motion passed by roll call vote:

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

POLICY 201: PANDEMIC TRAVEL AND REPORTING

Executive Director Murray requested that the Board sunset Policy 201: Pandemic Travel and Reporting. The policy was adopted when most of the state of Illinois was shut down. At that time, the risk of exposure was significantly increased if someone traveled out of state or out of the country. Most activities have since reopened, and the risk during travel is similar to being at home. The policy is no longer achieving the desired effect. A motion to sunset Policy 201: Pandemic Travel and Reporting was made by Trustee Medrano-Sanchez. Seconded by Trustee Sharkey The motion passed unanimously by voice vote:

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

APPROVAL OF ILLINOIS LIBRARIES PRESENTS INTERGOVERNMENTAL AGREEMENT (IGA)

Executive Director Murray presented an IGA, which enables the Library to partner with other libraries to plan and purchase shared programming. This would be a six month agreement at a cost of $1,150 (approximately $200 per month). The partnership would help to secure program content that would otherwise be too costly for any single library to purchase on its own. An example of this kind of partnership was the very popular Your City @ Home museum presentations, which was coordinated by AAPLD Programming Specialist Kate Cundiff. The IGA was drafted by the Northbrook Public Library's legal counsel. Secretary Taylor made a motion to adopt the Illinois Libraries Presents Intergovernmental Agreement. Trustee Sharkey seconded the motion. The motion passed by roll call vote:

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

MEDICAL/DENTAL INSURANCE PREMIUM COST SHARING

Executive Director Murray presented a spreadsheet of area library contributions and three options for cost sharing for medical and dental insurance premiums for the 2022 calendar year. The Library has worked hard to stay competitive for salaries, but has fallen behind somewhat in our benefits packages. She requested that the Board consider continuing to cover 100% of Plan B Employee Only and 80% of Plan A Employee Only, but changing from covering 50% of dependent coverage to 75% of dependent coverage. Premium rates increased 6% this year and we had budgeted for up to 10% increase. The budget for the remainder of this fiscal year should be sufficient to absorb the difference. The increase for the coming year if participation remains similar would be approximately 10%. Trustee Sharkey asked if we had considered covering 100% of dependent coverage for Plan B. Executive Director Murray said we had not, but we could for the coming year. Trustee Sharkey made a motion to approve paying 75% of dependent coverage on Library insurance plans. Vice President Smith seconded. The motion passed by roll call vote:

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

REVIEW OF REQUIREMENTS FOR PER CAPITA GRANT FOR FISCAL YEAR 2022

Executive Director Murray reviewed the standards in *Serving our Public 4.0: Standards for Illinois Public Libraries.* After a thorough review in fiscal year 2021, this year she reviewed only the standards that were not met last year and the progress we have made since that time. She also outlined efforts that are currently underway to meet those standards that offered room for growth. Items of note included:

- Chapter 2: Governance and Administration - Succession Planning: Executive Director Murray and Assistant Director Dolin attended a workshop and will begin to work on this after the first of the year;
- Chapter 4: Access - Long Term Space Needs: This is ongoing - services on the East Side of the District continue to be a focus, parking continues to fall far short at the Eastgate Branch, and we are at maximum capacity for staff spaces at the Main Library;
- Chapter 9: Public Services: Reference and Readers' Advisory Services - Technology training specifically for persons with disabilities in the use of adaptive equipment and software: We continue to explore technologies that may be useful in meeting this standard, but we have no new response at this time; Readers Advisory Staff join at least one community organization, club, or council: we are considering adding a readers advisory committee or group as an opportunity for staff to explore new genres and subjects of books, movies, television shows, or other resources. Staffing is not sufficient to enable every person who provides readers advisory services to join a community group.
- Chapter 11: Youth/Young Adult Services - Policies toward youth services: The library did not have policies specifically directed toward youth and young adult services, but includes language in other policies to address services to youth and young adults. We have no new response at this time. Staff trained to assist youth in the use of adaptive equipment and technology for accessibility of resources: we did not have staff specifically trained in this area and we have no new response. Provisions that enable persons with disabilities to participate in programs and information displayed with program promotion. We have added the clause "If special assistance is required, please let us know 7 days before a program. Closed captioning can be added or turned on for storytimes or other programs offered on YouTube or Zoom. Partner with youth facing organizations in the community: The Library continues strong partnerships with local schools, home schools, and pre-schools, and connects with local mom/parent groups on Social Media. We anticipate some prominent Winter programming partnerships with area organizations that serve families and youth.
- Chapter 12: Technology: Long range/Strategic Technology Plan: While the IT Coordinator follows a replacement schedule and tracks expected useful life of all equipment, the Library did not have a formal long term or strategic technology plan. There is no new response at this time. Integrity, safety, and security of technology environment: The IT Coordinator monitors digital safety and security. In 2021, the Library reviewed and updated Policy 2065 Internet and Computer Use. E-Rate: the Library acquires internet services through the D300 line, which is significantly less expensive than it would be to acquire it independently, even with the e-rate discount.
- Chapter 13: Marketing, Promotion, and Collaboration - Participate in two or more activities with other community organizations: This standard is met. Many staff participate in community based groups. At least one trustee is a member of the Friends of the Algonquin Area Public Library.

EASTGATE BRANCH UPDATE

The Needs, Wants, Wishes spreadsheet was updated with the work that has been completed and associated costs. There was nothing new to report at this time.

COMMITTEE REPORTS

Budget and Personnel – Nothing new other than what was covered earlier in the meeting.
Facilities – Nothing new other than the updated Needs, Wants, Wishes spreadsheet
Policy – The next meeting is planned for January. A doodle poll will be sent out nearer the time of the meeting.

STAFF REPORTS

A written report was in the Board Packet as usual. Interviews are underway for several open positions. A full time cataloging librarian position has been posted. Lori will leave the library to pursue her music career full time.

TRUSTEE REPORTS

- Trustee Medrano-Sanchez had nothing to report.
- Trustee Sharkey had nothing to report this month.
- Secretary Taylor reported that she is making extensive use of Libby and loves it. A neighbor told her that she really enjoyed the virtual birding program.
- Vice President Smith had nothing to share this month.
- Treasurer Pelke reported that his website had been destroyed during the civil unrest in Paris. He has since rebuilt it and encouraged people to follow his photography on the new site. He thanked Executive Director Murray for the new vendor list. He asked if the meeting room is available for public reservations. It is not yet available for public use. He also mentioned that his daughter had submitted a recipe for the community cookbook.
- President Schaaf determined that a November Board Meeting would not be needed. Decisions on Objectives for the coming year would be determined in the December Regular Board meeting. All trustees should submit their ideas to him by November 10. The Board will meet in closed session to evaluate Executive Director Murray.

CORRESPONDENCE / PUBLIC COMMENT

Correspondence included a reminder from the Library's Attorney regarding requirements of the Levy; an email from a member of the community supporting the Library's participation in Banned Books Week; and a comment from the suggestion box about Kyle Bernhard, observing his excellent customer service to a patron who was using the Library's computers.

ADJOURNMENT TO CLOSED SESSION

President Schaaf adjourned the open session at 8:27pm for a short break.

RECONVENE OPEN SESSION

President Schaaf called the meeting back to order at 10:19pm. Those answering roll call were President Schaaf, Trustee Medrano-Sanchez, Treasurer Pelke, Trustee Sharkey, Vice President Smith, and Secretary Taylor. Trustee Athmalingam was absent.

ACTION AS A RESULT OF EXECUTIVE SESSION:

A motion was made to award Executive Director Murray an increase of 2.75% was made by Trustee Medrano-Sanchez and seconded by Vice President Smith. The motion passed by roll call vote:

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

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 10:21pm.

APPROVED: ATTEST:

Stephen W. Schaaf
President

Secretary