ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
DECEMBER 15, 2021

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, December 15, 2021 at 7:00 p.m. The meeting was held in the Large Meeting Room 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 7:03 p.m. by President Schaaf.
Those answering roll call were President Schaaf, Trustee Medrano-Sanchez, Trustee Sharkey, and Vice President Smith. Trustee Pelke arrived at 7:10 p.m. Trustee Athmalingam and Secretary Taylor were 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 visitors.

APPOINTMENT OF SECRETARY PRO TEM
President Schaaf appointed Vice President Smith Secretary Pro Tem due to the absence of Secretary Taylor.

CONSENT AGENDA
A motion to approve the consent agenda containing the October 27, 2021 Regular Board Meeting Minutes, October 2021 Financial Statements, November 2021 Financial Statements, and the 2021 Per Capita Grant Application was made by Trustee Sharkey and seconded by Trustee Medrano-Sanchez. The motion passed unanimously by voice vote:

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

Treasurer Pelke arrived at 7:10pm.

APPROVAL OF THE OCTOBER-NOVEMBER 2021 AND NOVEMBER-DECEMBER 2021 DISBURSEMENTS
A motion to approve the October-November 2021 and November-December 2021 Disbursements was made by Trustee Sharkey and seconded by Vice President Smith. The motion passed by roll call vote:

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

ACCEPTANCE OF THE ANNUAL FINANCIAL AUDIT FOR FY 2020-2021
Executive Director Murray presented the finished Annual Financial Audit for the Fiscal year ending June 30, 2021 for the Board's acceptance. There were no changes from the draft that was presented to the Board at the October 27 Regular Board Meeting. The three deficiencies have been discussed and addressed with the Library's Accountant. A motion to accept the Audited Financial Statements for the Fiscal Year Ending June 30, 2021 as presented was made by Trustee Sharkey and seconded by Trustee Medrano-Sanchez. The motion passed by roll call vote:

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

APPROVAL OF CERTIFICATES OF STATUS OF EXEMPT PROPERTY

Executive Director Murray explained the process by which the Library completes the Certificates of Exempt Property for the Branch Library at 115 Eastgate Drive. These certificates declare that the Library owns the property and is exempt from paying property taxes for those parcels. The Library has a long term lease from the Village of Algonquin for the property at 2600 Harnish Drive for $1 per year and is not responsible for the property taxes. A motion to approve the Certificate of Status of Exempt Property was made by Trustee Sharkey and approved by Treasurer Pelke. The motion passed by voice vote with no opposition.

STRATEGIC PLAN 2022-2024 DRAFT

Executive Director Murray has been working with a committee of staff members and President Schaaf to prepare a draft of a strategic plan for the next three years. The draft structure and some content was shared with the Board in November and feedback from Trustees has been incorporated into the draft presented this evening.

President Schaaf reviewed each section of the Draft 2022-2024 Strategic Plan, which builds on the previous plan, extending the objectives of Know the Community, Connect with the Community, Serve the Community with the Board. The structure of the three main objectives with new goals, action items, and potential measurements was discussed. Trustees would like to see a stronger emphasis on service to post retirement age adults, both residents of the expanding number of senior living communities and independent, active seniors. Additional feedback and suggestions are encouraged. Executive Director Murray plans to present the final draft for Board approval at the January 2022 Board Meeting.

COMMITTEE REPORTS

Facilities – Executive Director Murray spoke with John Shales about performing an Engineering Analysis on the Main Library facility. The study has been budgeted for this fiscal year and we should receive a quote for the project soon. The Facility Committee also plans to meet in the coming months to discuss next steps at Eastgate.
Budget and Personnel – Nothing new this month. Treasurer Pelke asked about the costs related to the power outage that caused damage to several systems and pieces of equipment. Executive Director Murray will submit a reimbursement request to Com Ed for all costs incurred.
Policy – Please respond to the doodle poll to determine a January date for the next meeting.

STAFF REPORTS

A written report was in the Board Packet as usual. Executive Director Murray reported on the first three speakers provided by Illinois Libraries Presents, which now includes more than 200 Illinois libraries. The annual Legislative Meet Ups will be held via Zoom this year. Any Trustees who wish to participate should email Executive Director Murray, who will attend as well. The Library's Staff Equity, Diversity, and Inclusion (EDI) Committee met for the first time earlier today. They will draft a Library EDI Statement, which will be presented for Board approval at the January or February Board Meeting. An intern from the College of DuPage LTA program will start at the end of January. Trustee Medrano-Sanchez asked when job postings are taken down from the website. The exact timing varies by position, but generally the postings come down when the position has been filled.

TRUSTEE REPORTS

- Treasurer Pelke had nothing to report.
- Trustee Medrano-Sanchez wished everyone a Merry Christmas and Happy New Year.
- Vice President Smith had nothing to share this month.
- Trustee Sharkey had nothing to report this month. She asked about the Mitten/Giving Tree. The mitten and star tags have gift wishes from D300 schools and an area assisted living home. All of the tags were claimed in just a

few days this year and the gifts have been picked up by the schools. The assisted living home will pick the gifts up tomorrow morning.

- President Schaaf reported that the Friends' decorated a tree in the new Merry and Bright Community Tree Trim program. The Friends' first book sale since before the pandemic raised $4,100. The Friends are discussing the possibility of another book sale sometime in March.

Votes for the Merry and Bright Tree Trim are due by December 27. Ballots are available near the Library's entrance. The Library is participating in a McHenry County Library Lovers Expedition in February. Trustees are encouraged to pick up a passport from one of the service desks and visit as many of the eleven McHenry County Libraries as possible during the month of February.

CORRESPONDENCE / PUBLIC COMMENT

Correspondence included a Land Lease Letter from the Library that is sent with the $1 payment for the Main Library Property at 2600 Harnish Drive; a letter from the Illinois State Historical Society which accompanied a certificate of recognition for the Library's century of service; a thank you note to Youth Services Librarian Tara Kazda for her continued support and assistance of a regular library family; a thank you note to Makerspace Associate Kat Davis in appreciation for her support in creating something special in the Makerspace; a Tax Appeal for an assessment change in excess of $100,000 on a property in our district.

ADJOURNMENT TO CLOSED SESSION

President Schaaf adjourned the open session at 9:18pm pursuant to 5 ILCS 120/2(c)(1) for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee.

RECONVENE OPEN SESSION

President Schaaf called the meeting back to order at 9:10 p.m. Those answering roll call were President Schaaf, Trustee Medrano-Sanchez, Treasurer Pelke, Trustee Sharkey, and Vice President Smith. Trustee Athmalingam and Secretary Taylor were absent.

ACTION AS A RESULT OF EXECUTIVE SESSION:

Trustees and the Executive Director discussed upcoming goals and objectives as part of the Executive Director's annual performance evaluation. No action was taken as a result of this discussion.

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 9:11 p.m.

APPROVED: ATTEST:

Stephen W. Schaaf

President

Secretary