ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
JANUARY 26, 2022

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, January 26, 2022 at 7:00 p.m. The meeting was held virtually via Zoom. All trustees attended remotely with Executive Director Murray at the Harnish Main Library location.

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 via Zoom were President Schaaf, Trustee Medrano-Sanchez, Trustee Sharkey, and Secretary Taylor. Trustee Athmalingam, Treasurer Pelke, and Vice President Smith were absent.

Staff in attendance included Executive Director Murray, Assistant Director Dolin, Department Managers Chiappone, Christopherson, Husak, McCallum, and Parmele, PR/Marketing Coordinator Ryan Jana, and Librarian Jen Jazwinski.

AUDIENCE TO VISITORS
There were no visitors.

CONSENT AGENDA
A motion to approve the consent agenda containing the December 15, 2021 Regular Board Meeting Minutes and December 2021 Financial Statements 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 JANUARY 2022 DISBURSEMENTS
A motion to approve January 2022 Disbursements was made by Secretary Taylor and seconded by Trustee Medrano-Sanchez. 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 POLICIES
The Policy Committee met on Wednesday, January 19, 2022 to discuss nine policies, six of which were recommended for approval, and three that were to be brought for further discussion by the full board. Policy 1050: Public Participation at Board Meetings, Policy 2025: Disposal of Surplus Library Materials/Property, Policy 3030: Library Programs, Policy 3045: Alcoholic Beverages, Policy 3050: Meeting Rooms, and Policy 3053: Study Rooms were recommended for approval as presented. Policies PM 308: Paid Parental Leave, PM 501: Appropriate Workplace Attire, and a draft of a COVID-19 Vaccination Reporting policy were to be presented for further discussion.

A motion to approve Policy 1050, Policy 2025, Policy 3030, Policy 3045, Policy 3050, and Policy 3053 as presented by made by the Policy Committee 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 PM 308: Paid Parental Leave
The Policy Committee asked Executive Director Murray to provide additional information about fostering children in preparation for further discussion about Policy PM 308. She provided the information in her memorandum to the Board. They found the information helpful and had no further questions.

A motion to approve Policy PM 308 as presented by made by the Trustee Medrano-Sanchez 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

Policy PM 501: Appropriate Workplace Attire
The Policy Committee requested a poll of area libraries to determine how many allow employees to wear blue denim jeans to work. Executive Director Murray reported that 20 libraries responded to her poll, and all but two libraries allow their employees to wear jeans to work.

A motion to approve Policy PM 501 as presented by made by the President Schaaf and seconded by Trustee Sharkey. The votes resulted in a tie and was tabled until the February Regular Board Meeting.
Results of the roll call vote were:

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

Policy PM 312: COVID-19 Vaccination Reporting
Executive Director Murray presented a draft of a new policy, which directs employees to submit all COVID-related employee information through a module in the payroll system to maintain the information in a secure and confidential system. Only Executive Director Murray and Assistant Director Dolin have access to the module where this information will be reported. The policy requests, but does not require, that employees report their vaccination status or test results, unless they wish to be paid COVID related Emergency Paid Sick Leave (EPSL). EPSL will only be paid if substantiating information can be verified through the payroll system module. A section will be added to the policy that clarifies that tests that are both self-administered and self-read will not be accepted to qualify for EPSL.

A motion to approve Policy PM 312 as amended was made by Trustee Sharkey and seconded by Trustee Medrano-Sanchez. The motion passed by roll call vote:

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

STRATEGIC PLAN 2022-2024 DRAFT

Executive Director Murray presented three versions of the final draft of the FY 2022-2024 Strategic Plan: a text based version, a chronological version with action items listed by calendar quarter, and a visual marketing version. The Final draft of the Strategic Plan incorporates suggestions from the trustees following the December 15, 2021 Regular Board meeting and has target dates for completion of the action items within each goal. The trustees recognized the work of the staff committee members and praised the quality of the finished product. Strategic Plan Committee Members were Executive Director Murray, PR/Marketing Coordinator Ryan Jana, Technical Services/Acquisitions Technician Ann Bartelt, Teen Services Librarian Holly Eberle, Youth Services Librarian Tara Kazda, Materials Handling Coordinator Lauren Schoenherr, Makerspace Associate Amy Moran, and Youth Outreach & Programming Specialist Stephanie Brunner. President Schaaf asked about services to active seniors and retirees. No specific audience services were called out, but the Library has plans to explore the need for a team devoted to senior services.

A motion to adopt the Fiscal Year 2022-2024 Strategic Plan as presented was made by Secretary Taylor and seconded by Trustee Medrano-Sanchez The motion passed by roll call vote:

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

COMMITTEE REPORTS

Policy – The Employee Handbook is under revision and will come to the Board for its approval in the coming months.
Budget and Personnel – no report.
Facilities – no report.

STAFF REPORTS

A written report was in the Board Packet as usual. The PLA Conference will be held in Portland, Oregon in March. The Library plans to send several employees in person. The Conference is taking substantial measures to verify that attendees are COVID free and/or up to date on their vaccines. The Library will finish off the yearlong celebration of its Centennial in February with "Library 2121" futuristic and space themed programs and activities. The Library Lovers Expedition also runs through February. Participants are encouraged to visit the Library to pick up a passport and collect stamps and treasures from 10 other McHenry County Libraries before the end of February. The inaugural Merry and Bright Tree Trimming was a great success. The Friends of the Algonquin Area Public Library won the prize for Best Dressed Tree. Trustees were reminded not to mark Library account Contact Form email as spam, but to just delete them if they are spam. All other emails should be archived. A demonstration was shown on how to archive email rather than deleting or marking it as spam. Trustees should contact Executive Director Murray if they wish to participate in ILA Legislative Meetups on February 21 or February 28. Open Meetings Act Training is available again. New Trustees who have not taken this training must attend the training through the portal on the Illinois Attorney General's website. The CPI has come in at 7%. New development in the area will also be added to the districts EAV. All of this is likely to impact the Library's levy discussions, which will begin in the next few months. A group of 40-50 people protested the use of masks at the St. Charles Public Library. Reports vary on whether this protest was peaceful or not, and the St. Charles Public Library closed in response to threats received related to this event. Executive Director Murray is working with the attorney and the Managers to prepare for any similar action at AAPLD. The Library 2121 giveaway was purchased using the Library's credit card, which is showing in the Staff Report.

TRUSTEE REPORTS

- President Schaaf – Trustees should be intentional about talking with area residents about the Library. He shared a conversation he had with people at the fitness center as an example. The Friends will have a book sale on March 10-13.
- Trustee Sharkey – Tracy's daughter's Jacobs High School dance team qualified for State. Tracy will travel with her for the competition. A friend sent a Bravo for Library programming. She is very proud of our offerings and asked her friend to send a note to the Library to let us know more about this kudos.
- Secretary Taylor – The February-March Newsletter was great! It had something for everybody. Her son is especially excited about the Space Tomatoes. Her husband is looking forward to the Illinois Libraries Present virtual author visit by Silvia Moreno-Garcia, which is happening tonight.
- Trustee Medrano-Sanchez is reading a lot. She visited several libraries and noticed that staff were not only wearing jeans, but one person wore pajama pants. She will try to get a passport and visit some McHenry County libraries in the Library Lovers Expedition.

CORRESPONDENCE / PUBLIC COMMENT

Correspondence included comments and responses from the suggestion box, a letter of thanks for the Library's contributions to the D300 Giving Tree, and a separate folder of property tax appeals seeking reductions in value of more than $100,000.

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 8:20 p.m.

APPROVED:

President

ATTEST:

Secretary