ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
FEBRUARY 23, 2022

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, February 23, 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 7:01 p.m. by President Schaaf.
Those answering roll call via Zoom were President Schaaf, Vice President Smith, Treasurer Pelke, Secretary Taylor, Trustee Medrano-Sanchez, and Trustee Sharkey. Trustee Athmalingam was 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 or public comments.

CONSENT AGENDA
A motion to approve the consent agenda containing the January 26, 2022 Regular Board Meeting Minutes and January 2022 Financial Statements was made by Trustee Sharkey and seconded by Secretary Taylor. The motion passed by roll call vote:

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

APPROVAL OF THE FEBRUARY 2022 DISBURSEMENTS
A motion to approve February 2022 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

ADOPTION OF ORDINANCE 2021-2022-105: An Ordinance to Accept a Trustee Resignation and Declare a Vacancy on the Board
Trustee Ramanan Athmalingam tendered his resignation from the Board via an email to President Schaaf due to work related time conflicts. President Schaaf read aloud the Ordinance 2021-2022-105. A motion to adopt Ordinance 2021-2022-105: An Ordinance to Accept a Trustee Resignation and Declare a Vacancy on the Board 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 RESOLUTION 2022-01
President Schaaf read aloud Resolution 2022-01 to Honor Trustee Ramanan Athmalingam. A motion to approve Resolution 2022-01 to honor Trustee Ramanan Athmalingam was made by Secretary Taylor 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

Illinois Governor J.B. Pritzker announced earlier this month that the statewide mask mandate will likely be lifted on Monday, February 28, 2022 as cases of COVID decline. Executive Director Murray proposed changes to Policy 3061: COVID-19 Safety. Masks will continue to be available, but will not be required. There was some discussion about language relating to making masks available, and an amendment was made to the proposed policy.

A motion to approve Policy 3061 as amended was by 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

Policy PM 501: Appropriate Workplace Attire

This policy was tabled at the January 2022 Regular Board Meeting. There will be no change to how this policy is administered. Executive Director Murray is the final decision maker if there are questions or issues with appropriate workplace attire. A motion to approve Policy PM 501 as presented was by made by Trustee Pelke and seconded by Trustee Sharkey. The motion passed by roll call vote:

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

REIMBURSEMENT FOR TRAVEL, MEALS, AND LODGING

Executive Director Murray presented the costs for lodging to the upcoming Public Library Association Conference in Portland.

A motion to approve a rate of $199.20 per night for Sara Murray and a rate of $204.00 per night for Meghan O'Keefe as presented was by made by Trustee Pelke and seconded by Trustee Medrano-Sanchez. The motion passed by roll call vote:

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

MID-YEAR FINANCIAL REVIEW

Executive Director Murray presented a report comparing revenues and expenditures to budget at halfway through the fiscal year. There are no areas of concern.

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

The written staff report and statistics were included in the Board Packet per usual. The Winter Reading Program, Smitten with Books finished with participation significantly higher among adults. Youth participation was down

somewhat from pre-pandemic numbers, but increased over last year. We are hoping that as in person programs return, our numbers for Summer Reading participation will return to pre-pandemic levels.

TRUSTEE REPORTS

Vice President Smith asked if the Library has had any recent issues related to banning books similar to those that have been in the news lately. We have had no requests to remove books from the library, and nothing in the past few months. The most recent was a request to consider moving a book from junior easy non-fiction to a collection for an older audience.

Secretary Taylor complimented Adult Services Program Specialist Kate Cundiff for the Eagle Audubon program. It was a very cold day, but the program appealed to all ages and abilities and was outside. People seemed to really enjoy it and she saw an eagle. Secretary Taylor has enjoyed working with Trustee Athmalingam, will miss him, and wishes him well.

Treasurer Pelke had nothing to report.

Trustee Sharkey also offered a shout out to Kate Cundiff for the bucket list program and reinventing her space. She got a new lamp for a space in her home and is happy with the effect. Trustee Sharkey was unable to log in to complete the Freedom of Information Act training. Executive Director Murray suggested that she come in for help in connecting.

Trustee Medrano-Sanchez was interested to read the article about the Library in the Daily Herald. She is sorry that Trustee Athmalingam is leaving. She was pleased to see Treasurer Pelke at the meeting. She asked if the Board would be meeting in person going forward.

President Schaaf took a poll to see how many of the trustees prefer meeting in person in March. Treasurer Pelke lost his connection. All other trustees favor meeting in person. President Schaaf encouraged trustees to visit other area libraries even if they do not participate in the Library Lover's Expedition. He visited Huntley Library and was very impressed with their recording room, and thought it might be an idea to consider as we look at the Eastgate Branch. He also encouraged trustees to talk to their neighbors and friends about library services. He has heard from his associates that they value genealogy instruction, adult game nights, and yard signs.

Vice President Smith left the meeting at 8:05pm.

There will be a Friends Book Sale on March 10-13.

CORRESPONDENCE / PUBLIC COMMENT

The Secretary of State sent a reminder to report vacancies and new appointments to the Board of Trustees.
The Library's attorney sent a memo regarding Statements of Economic Interests suggesting that people wait for further guidance before completing the statements.

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 8:11 p.m.

APPROVED: ATTEST:

Stephen W. Schaaf _____ _____

President Secretary