**ALGONQUIN AREA PUBLIC LIBRARY DISTRICT**
**BOARD OF TRUSTEES MEETING**
**2600 HARNISH DRIVE**
**APRIL 27, 2022**

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, April 27, 2022 at 7:00 p.m. The meeting was held in person at the 2600 Harnish Drive 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 were President Schaaf, Treasurer Pelke, Secretary Taylor, Trustee Medrano-Sanchez, and Trustee Sharkey.

Staff in attendance included Executive Director Murray, Assistant Director Dolin, Department Managers Christopherson, Husak, McCallum, and Parmele, and PR/Marketing Coordinator Ryan Jana. Also present was library intern Ashlie Holecek.

**AUDIENCE TO VISITORS**
President Schaaf welcomed newly appointed trustees James Johnson and Melissa Iwinski and visitors Mike, Ryan, and Grace Iwinski.

**CONSENT AGENDA**
There was no meeting in March due to a lack of a quorum. February and March business was presented for consideration at this meeting. A motion to approve the consent agenda containing the February 23, 2022 Regular Board Meeting Minutes, April 13, 2022 Special Board Meeting Minutes, February 2022 Financial Statements, and March 2022 Financial Statements was made by Treasurer Pelke and seconded by Trustee Sharkey. The motion passed by voice vote with no opposition.

**APPROVAL OF THE MARCH 2022 AND APRIL 2022 DISBURSEMENTS**
A motion to approve March 2022 and April 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, and Taylor
Nays: None
Absent: None
Abstain: None

**ADOPTION OF ORDINANCE 2021-2022-106: An Ordinance to Accept a Trustee Resignation, Declare a Vacancy, and Appoint New Library Trustees**
Trustee Ramanan Athmalingam tendered his resignation from the Board in February. The Board posted the opening as required. Vice President Michael Smith resigned during the time of posting for Trustee Athmalingam's vacancy. The Board held a special meeting to interview candidates and selected two candidates to fill the vacancies. A motion to adopt Ordinance 2021-2022-106: An Ordinance to Accept a Trustee Resignation, Declare a Vacancy, and Appoint New Library Trustees was made by Treasurer Pelke and seconded by Trustee Sharkey. The motion passed by roll call vote:

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

**OATHS OF OFFICE**
Secretary Taylor administered the oaths of office to Melissa Iwinski and James Johnson.

**ELECTION OF BOARD OFFICERS**

Michael Smith's resignation left the Vice President office open. President Schaaf nominated Lindsay Taylor for the position of Vice President. A motion to elect Lindsay Taylor for the office of Vice President was made by Treasurer Pelke and seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Pelke, Schaaf, Sharkey, and Taylor
Nays: None
Absent: None
Abstain: Iwinski, Johnson, and Medrano-Sanchez

The election of Lindsay Taylor to the office of Vice President left a vacancy in the office of Secretary. President Schaaf nominated Tracy Sharkey to the office of Secretary. A motion to elect Tracy Sharkey to the office of Secretary was made by Treasurer Pelke and seconded by Vice President Taylor. The motion passed by roll call vote:

Ayes: Pelke, Schaaf, Sharkey, and Taylor
Nays: None
Absent: None
Abstain: Iwinski, Johnson, and Medrano-Sanchez

Vice President Taylor continued to serve as Secretary for the remainder of the meeting.

**COMMITTEE ASSIGNMENTS**

President Schaaf made the following committee appointments:

Budget and Personnel: Treasurer Pelke (chair), Vice President Taylor, and Trustee Medrano-Sanchez
Facilities: Vice President Taylor (chair), Secretary Sharkey, and Trustee Johnson
Policy: Trustee Medrano-Sanchez (chair), Treasurer Pelke, and Trustee Iwinski

Trustee Medrano-Sanchez requested clarification of the responsibilities of the Facilities Committee with regard to Eastgate Branch and services on the east side of the District. The Facility Committee meets to discuss condition and maintenance of the Library's facilities. The full Board will continue to consider services offered at both facilities and how to proceed with the Eastgate Branch facility, and decisions will be made by Board vote, not by a Committee.

**APPROVAL OF RESOLUTION 2022-02**

President Schaaf read aloud Resolution 2022-02 to Honor Vice President Michael Smith. A motion to approve Resolution 2022-02 to Honor Vice President Michael Smith was made by Secretary Taylor and seconded by Trustee Sharkey. The motion passed by roll call vote:

Ayes: Iwinski, Medrano-Sanchez, Pelke, Schaaf, Sharkey, and Taylor
Nays: None
Absent: None
Abstain: Johnson

**PROCLAMATION FOR NATIONAL LIBRARY WEEK 2022**

President Schaaf presented a proclamation for National Library Week 2022, which was observed from April 3-9. This proclamation was prepared for the March Board Meeting in advance of National Library Week. There was no March meeting, so the proclamation has been amended to recognize that the event has already happened. Trustee Medrano-Sanchez read aloud the Proclamation. A motion to adopt the Proclamation for National Library Week 2022 was made by Treasurer Pelke and seconded by Secretary Sharkey. The motion passed by roll call vote:

Ayes: Iwinski, Johnson, Medrano-Sanchez, Pelke, Schaaf, Sharkey, and Taylor
Nays: None
Absent: None
Abstain: None

**APPROVAL OF INTERGOVERNMENTAL AGREEMENT EXTENSION BETWEEN AAPLD AND D300 FOR FIBER OPTIC NETWORK ACCESS**

The Library and D300 entered into an agreement whereby D300 provides the Library access to its fiber network for a discounted rate. The intergovernmental agreement has three year terms and it up for renewal. A motion to adopt the Intergovernmental agreement extension between AAPLD and D300 for fiber optic network access was made by Treasurer Pelke and seconded by Secretary Sharkey. The motion passed by roll call vote:

Ayes: Iwinski, Johnson, Medrano-Sanchez, Pelke, Schaaf, Sharkey, and Taylor
Nays: None
Absent: None
Abstain: None

**COMMITTEE REPORTS**

Budget and Personnel – Treasurer Pelke proposed a meeting to begin budget planning on May 16. This meeting will start the Budget and Appropriation and Levy processes. All trustees are encouraged to attend.
Facilities – Vice President Taylor would like to meet in the first half of May to walk through both Library facilities. Watch for proposed dates. All trustees are encouraged to attend.
Policy – Policy Committee Chair Medrano-Sanchez plans to meet in June or early July to review policies in preparation for presentation to the full Board at the July Board Meeting.

**STAFF REPORTS**

The written staff report and statistics for February and March were included in the Board Packet per usual. The Library is now providing vehicle sticker renewals. We have also been approved to issue passports. Circulation Staff are being trained, and we hope to offer passport services by sometime this summer.

Executive Director Murray presented her quarterly report on strategic planning and progress on her goals for 2022 Quarter 1. Trustee Medrano-Sanchez asked who is watching the dates and what is to happen in each quarter given that the strategic plan runs through 2024. Executive Director Murray works with her staff to execute activities to meet the objectives and the Board oversees the Library's overall progress on the Strategic Plan Goals and Objectives. Quarterly reports track activities and objectives due by date.

Executive Director Murray presented a report on the Library's investments.

COVID numbers are on the rise again. Employees are asked to mask in public areas to try to prevent any outbreaks among the staff. No changes are proposed at this time. We are beginning to return to normal programming especially if the program can be presented outdoors.

Statements of Economic Interests are due by the end of May. Confirmation emails should be forwarded to Theresa Therens to keep on file at the Library. Penalties assessed for late or missed filings are the responsibility of the employee or trustee and will not be paid by the Library.

**TRUSTEE REPORTS**

Secretary Sharkey is happy to hear that the Library will issue passports. She used the Ela Public Library the last time they renewed passports and found the experience very positive and looks forward to being able to offer a similar opportunity here at AAPLD. She asked about the policy requiring staff to mask in public areas and wondered when that requirement might be lifted. The policy does not dictate masking requirements. Executive Director Murray is monitoring the situation and making her best judgement. She is hoping for CDC guidance that lifts the requirement to be out for five days for a positive test.

Vice President Taylor welcomed Trustees Iwinski and Johnson to the Board. She is enjoying seeing the pets posted on Facebook. She was also excited to see the correspondence from Zion-Benton High School East. She is a graduate of the ZB Schools and is glad they were able to make use of the large format printer.

Trustee Johnson is looking forward to being able to come to the Library to renew his passport. Unfortunately, he will likely need to renew his before we are ready this time around. He is looking forward to Free Comic Book Day.

Trustee Iwinski is grateful for the appointment and to be joining the Board. She is also looking forward to Summer Reading.

Treasurer Pelke asked if there is any way to mitigate the fee for license plate renewal. He also asked what is done with magazines that are withdrawn from the collection after they have gone out of date. At present, they are recycled. It might be possible to arrange for selected copies to be shared with people who need images for projects.

Trustee Medrano-Sanchez welcomed Trustees Iwinski and Johnson. She is thinking about her committee needs.

President Schaaf welcomed Trustees Iwinski and Johnson. He reported that the April Friends Book sale raised $4,600. The Friends will use some of these funds to share the cost of purchasing Summer Reading T-shirts.

**CORRESPONDENCE / PUBLIC COMMENT**

- Notice of Village of Algonquin property becoming exempt from property taxes
- Thank you letter from Senator Don DeWitte's office regarding Valentines for seniors. The Library contributed some 150 valentines to the program.
- Letter from Library Attorney with Financial Calendar and statutory dates for Tentative B&A, Final B&A, Levy, etc. The Library's planning calendar dates stay well ahead of the statutory deadlines.
- Letter from ComEd regarding power surge and damaged systems and equipment. The power surge was caused by cable failure and no reimbursement will be made for damage.
- Letter of thanks to the Library and Theresa Therens from Versiti for hosting and coordinating the blood drive.
- Suggestion box comments and responses
- Note and picture from Zion-Benton East High School thanking the Library for the retired Large Format Printer. The students were able to locate parts, make repairs, and get the printer working.

**EXECUTIVE SESSION**

A motion to enter Executive Session under 5 ILCS 120/2.06(d) Semi-Annual Review of Closed Session Minutes and 5 ILCS 120/2(c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired was made at 8:19 p.m. by Treasurer Pelke and seconded by Secretary Sharkey. The motion passed by roll call vote:

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

The Board returned to open session at 9:04 p.m. and the meeting was called to order by President Schaaf. Those answering roll call were President Schaaf, Vice President Taylor, Treasurer Pelke, Secretary Sharkey, Trustee Iwinski, Trustee Johnson, and Trustee Medrano-Sanchez. Executive Director Murray was also present.

**ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

A motion to approve closed session minutes from December 15, 2021 and April 13, 2022 was made by Treasurer Pelke and seconded by Secretary Sharkey. The motion passed by roll call vote:

Ayes: Iwinski, Johnson, Medrano-Sanchez, Pelke, Schaaf, Sharkey, and Taylor
Nays: None
Absent: None
Abstain: None

A motion to keep closed selected minutes from January 23, 2019 and earlier and February 24, 2021, and make minutes from July 28, 2021, October 27, 2021, December 15, 2021, and April 13, 2022 open for public inspection was made by Treasurer Pelke and seconded by Secretary Sharkey. The motion passed by roll call vote:

Ayes: Iwinski, Johnson, Medrano-Sanchez, Pelke, Schaaf, Sharkey, and Taylor
Nays: None

Absent: None
Abstain: None

A motion to approve the destruction of verbatim recordings from Executive Sessions held more than 18 months ago, which would be the recordings from on or before August 26, 2020 was made by Treasurer Pelke and seconded by Secretary Sharkey. The motion passed by roll call vote:

Ayes: Iwinski, Johnson, Medrano-Sanchez, Pelke, Schaaf, Sharkey, and Taylor
Nays: None
Absent: None
Abstain: None

**ADJOURNMENT**

President Schaaf adjourned the meeting by declaration at 9:07 p.m.

APPROVED:

Stephen Schaaf
President

ATTEST:

Tracy Sharkey
Secretary