ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
JUNE 22, 2022

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, June 22, 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 7:00 p.m. 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.

Staff in attendance included Executive Director Murray, Assistant Director Dolin, Department Managers Husak and Parmele, and PR/Marketing Coordinator Ryan Jana.

AUDIENCE TO VISITORS
There were no visitors.

CONSENT AGENDA
The Library will change brokers for its liability insurance, but the carrier will remain the same and the cost will not change significantly unless a change in coverage is made. No substantive changes are anticipated. Any remaining funds in the Per Capita Grant budget will be expended before the end of the fiscal year. The General Fund Balance on the May Financial Statements does not include the transfer of $750,000 to the Special Reserve. The Ordinance to make that transfer is included in tonight's business.

A motion to approve the consent agenda containing the May 25, 2022 Regular Board Meeting Minutes and the May 2022 Financial Statements was made by Treasurer Pelke and seconded by Trustee Iwinski. The motion passed by voice vote with no opposition.

APPROVAL OF THE JUNE 2022 DISBURSEMENTS
The Library has moved to a different printer for the newsletter. The former vendor was sold and the new management was less responsive to the Library's needs. That combined with a marked increase in the cost of paper prompted the PR/Marketing Team to investigate options for a new vendor. We have been pleased with the new vendor who is very responsive. A large payment to Chase Bank is for interest related to the Debt Certificates which were issued in relation to the 2018 Expansion and Renovation Project. Two payments are made each year on these debt certificates, one for principal and interest and the other for interest alone. These will be paid in full in five more years.

A motion to approve June 2022 Disbursements was made by Treasurer Pelke and seconded by Trustee Iwinski. The motion passed by roll call vote:

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

ORDINANCE 2021-2022-108, AN ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE
The Library had budgeted to transfer $750,000 to the Special Reserve this fiscal year. Impact fees of $14,195 were received for new construction in the District. These funds are intended to be used for capital improvements.

A motion to adopt Ordinance 2021-2022-108, An Ordinance Transferring Funds to the Special Reserve in the amount of $764,195 was made by Treasurer Pelke and seconded by Trustee Iwinski. 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 OPERATING BUDGET FOR FISCAL YEAR 2022-2023

The Budget and Personnel Committee met on Monday, May 16 and Tuesday, June 7, 2022 to review the proposed fiscal year 2022-2023 Operating Budget. The budget was reviewed line by line and Executive Director Murray answered committee member questions about individual budget lines. The salaries and benefits budgets for the coming year are impacted by the increasing minimum wage and the high rate of inflation (7%). The budget for salaries includes wage scale adjustments for employees in the bottom quartile of their pay grade, as well as a standard 5% increase for all employees, which will be awarded with their annual performance evaluation, plus or minus 0.5% for extraordinary performance above or below expectations. The budget also includes a transfer of $350,000 to Special Reserve in FY 2022-2023.

A motion to approve Operating Budget for Fiscal Year 2022-2023 as presented was made by Treasurer Pelke and seconded by Trustee Iwinski. The motion passed by roll call vote:

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

ADOPTION OF ORDINANCE 2021-2022-109, AN ORDINANCE ADOPTING A TENTATIVE COMBINED BUDGET & APPROPRIATIONS FOR FISCAL YEAR 2022-2023

The Budget and Personnel Committee met on June 7, 2022 and approved the numbers, which create the basis for this document. The numbers in the budget column coincide with those from the Operating Budget. The numbers in the Appropriation column constitute the maximum allowable expenditures in that budget line. The document also includes a suggested date for the B&A Hearing. This document is tentative and the Board has the authority to make changes to it between now and the August Board Meeting when a hearing will be held to allow for public comment before the Final Budget & Appropriations Ordinance is adopted. This document is available for inspection upon request.

A motion to adopt Ordinance 2021-2022-109, An Ordinance Adopting a Tentative Combined Budget & Appropriations for Fiscal Year 2022-2023 as presented was made by Treasurer Pelke and seconded by Trustee Iwinski. The motion passed by roll call vote:

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

SCHEDULING A PUBLIC HEARING FOR THE ANNUAL BUDGET & APPROPRIATIONS

A motion that the Board set the date and time for the Public Hearing for the Annual Budget & Appropriations Ordinance as Wednesday, August 24, 2022 at 7:00pm was made by Treasurer Pelke and seconded by Trustee Iwinski. The motion passed with no opposition by voice vote.

EASTGATE BRANCH AND EAST SIDE SERVICES DISCUSSION

President Schaaf expects the Board to make a decision on whether to move forward with renovating the Eastgate Branch facility or moving to a new site at the July Regular Board Meeting. This will not include a discussion of services to be offered on the east side of the district, but only whether to stay in the current facility or move to a green field site. Investigation, research, and additional discussions about services will follow after that decision has

been made. Trustees are strongly encouraged to send their questions to Executive Director Murray as soon as possible. Final discussion and a decision will be made at the July 2022 Board Meeting.

Trustees requested that the following questions be researched in preparation for the July decision.

- What is the highest attendance at the most popular programs at both the Eastgate and Harnish locations, and does it vary by location?
- What are the parking codes for Algonquin, and what triggers the need for new spaces?
- When do we no longer qualify to be "grandfathered" under the old codes?
- What programs do we not do at Eastgate because parking in inadequate to do them?

COMMITTEE REPORTS

Facilities – The Facilities Committee will have a lot of work to do after the decision has been made about the Eastgate Branch Facility. Be on the lookout for meeting dates for the committee in August/September.
Budget and Personnel – Trustee Pelke had nothing to add beyond the regular business of tonight's meeting.
Policy – The Policy Committee will meet during the week of July 11. Watch for the Doodle Poll to select a date and time for the Meeting.

STAFF REPORTS

The written staff report and statistics for May were included in the Board Packet per usual. A Makerspace report was added to the folder after the other documents were shared. Highlights of the month include a Summer Reading Scavenger Hunt, Reaching Forward Conference Reports from several Library employees, and participation in Summer Reading is up this year over last year in every age group. The Library will open a new account at the Algonquin State Bank to receive citizen services fees for license plate renewals and passport services. Signers on the account will be the Executive Director, Assistant Director, Board President, and Board Treasurer. The Budget and Levy Calendar will be updated with the Fiscal Year 2022-2023 dates and shared with the Trustees. Access Services Manager Christopherson prepared an analysis of reciprocal borrowing and its impact on overall circulation numbers, which was appreciated by the trustees. The statistical category Successful Retrieval is for electronic resources where someone does a search for a piece of information and accesses it by downloading or viewing the contents. Passive programs are those that are available without a staff member leading it. Take and Makes and weekly crafts that are out for general use fall into this category. These statistics are reported in the Illinois Public Library Annual Report (IPLAR).

TRUSTEE REPORTS

Trustee Johnson had nothing to report this month.
Vice President Taylor will be traveling over the 4th of July and will be largely unreachable. She is looking forward to her first time using the Library's LibBox service.
Treasurer Pelke's daughter traveled to Italy for culinary school. She experienced very few restrictions for COVID and enjoyed the trip very much. He remarked on the fact that the Cycle World magazine is being cancelled.
Trustee Medrano-Sanchez would like information in the Board Packets to come out earlier so she has more time to review the contents. She also requested that Executive Director Murray text her if she does not respond to emailed messages. She is very busy and does not often check that account.
Secretary Sharkey reported that her daughter is participating in the Book Buddies program this year and is enjoying it a lot.
Trustee Iwinski reported that both her son and daughter are doing Book Buddies, but the children who are booked to read to them have not shown up. She is enjoying the Summer Reading program very much.
President Schaaf reported that the Friends will hold a book sale at the Eastgate Branch Facility on the weekend of July 14-18. Teacher Day will be July 19.

CORRESPONDENCE / PUBLIC COMMENT

- Suggestion Box and responses from Executive Director Murray
- Memo from the Library's attorney regarding Board appointment of a non-trustee member to a paid position of treasurer should a suitable candidate not be among the elected members of the board
- Certificate of Designation for the Library to be a Passport Acceptance Facility

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 8:07 p.m.

APPROVED:

Stephen W. Schaaf

President

ATTEST:

Tracy Sharkey

Secretary