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

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, July 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 7:00 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 Chiappone, Christopherson, Husak, and Parmele, and PR/Marketing Coordinator Ryan Jana.

AUDIENCE TO VISITORS
Chris Sifnotis attended to listen to the discussion about the Eastgate Branch Facility.

CONSENT AGENDA
The Library's June 2022 Financial Reports show that the Materials Budget was underspent by just over $40,000. Some fiscal year 2022 invoices may still arrive, but likely not enough to expend the remaining budget. Non-tax revenues show a shortfall of approximately $106,000. Executive Director Murray believes that while a portion is due to lower than expected printing fees, the bulk of that shortfall is due to unrealized TD Ameritrade gains/losses. The Per Capita Grant funds have not yet been received, but they will be allocated to fiscal year 2022-23.

A motion to approve the consent agenda containing the June 22, 2022 Regular Board Meeting Minutes and the June 2022 Financial Statements was made by Treasurer Pelke and seconded by Vice President Taylor. The motion passed by voice vote with no opposition.

APPROVAL OF THE JULY 2022 DISBURSEMENTS
A motion to approve June 2022 Disbursements was made by Treasurer Pelke and seconded by Vice President Taylor. The motion passed by roll call vote:

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

REVIEW OF THE SECRETARY'S BOOK
Secretary Sharkey and Trustee Johnson volunteered to review the Secretary's Book. They will coordinate with Executive Director Murray to review the Book.

APPROVAL OF POLICIES
The Policy Committee met on July 12, 2022 and reviewed policies. The Policy 1001: Bylaws must be presented for consideration at a Regular Board Meeting before any votes can be taken to revise or approve them. They will be slated for a vote at the August 2022 Regular Board Meeting. Vice President Taylor asked if the CROWN revisions to Personnel Policy PM105 Non-Discrimination and Anti-Harassment should also be applied to the Affirmative Action Policy. Library Administration has not received that recommendation from HR Source Attorneys at this time.

A motion to table Policy 3060: Code of Conduct for further discussion regarding proposed changes was made by Trustee Medrano-Sanchez and seconded by Secretary Sharkey. The motion failed by roll call vote:

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

A motion was made by Treasurer Pelke to approve the Employee Handbook, Personnel Policies PM 105 and PM 302, and Policies 2007, 3011, 3054, 3064, 3069, and 4013 as presented. Seconded by the Policy Committee. The motion passed by voice vote with no opposition.

A motion to approve Policies 3020 and 3060 as presented was made by Treasurer Pelke. Seconded by Secretary Sharkey. The motion passed by voice vote with no opposition.

A typo was noted in section 2.12 of the Bylaws. This will be corrected before it is presented for a vote at the August Regular Board Meeting.

DECISION REGARDING EASTGATE BRANCH PROJECT

President Schaaf reviewed the fact finding process and information presented over the past several years about the Eastgate Branch and Services on the east side of the District. Executive Director Murray presented a plan of future work on Eastgate Drive from the Public Works Department of the Village of Algonquin. The 3-5 year plan shows improvements to Eastgate Drive, which includes 23 angled parking spaces across the street from the Library connected by a crosswalk. These 23 spaces combined with the Library's current 27 would satisfy the requirement for 48 spaces if the lower level is opened for public use. The existing street parking would also continue to be available. The timing of that project could dovetail with the timeline for the building renovation and be a considerable improvement to the current parking challenges.

President Schaaf requested a motion to bring about a vote on the project. A motion to renovate the current Eastgate Branch Building was made by Treasurer Pelke and seconded by Trustee Medrano-Sanchez. The motion passed by roll call vote:

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

President Schaaf thanked the Board for their time and consideration. The trustees look forward to embarking on the process of engaging experts and inviting input from the public and staff to generate ideas and ways to use that space in innovative and exciting ways to serve the public. He also discussed exploring ways to fund the project.

COMMITTEE REPORTS

Policy – Many policies were considered and approved this month. Trustee Medrano-Sanchez was happy with the discussion, and felt that discussion brings good things about.
Facilities – The Facilities Committee has a lot of work ahead regarding the Eastgate Branch Facility. Watch for a Doodle Poll to set a meeting date for the committee in August/September.
Budget and Personnel – The public hearing regarding the Tentative Budget and Appropriation Ordinance is set to happen before the August Regular Board Meeting. Should the library be required to hold a Truth in Taxation Hearing ahead of adopting the levy, it will be held before the October Board Meeting.

TRUSTEE REPORTS

Trustee Johnson would like to take some time at another meeting to discuss with the staff and trustees the disturbances related to religious and social issues that have been happening in libraries. He spoke with Executive Director Murray about a newspaper article and wondered how the staff and administration would handle these things and how the trustees should respond if they are questioned. The vandalism done to a local bakery when they planned to host a program recently was troubling, and he felt it would be helpful to know the Library's plans should anything like that happen at one of their sites.
Vice President Taylor is enjoying the Library's LibBox service. She was excited to find a first edition book about birds at the Friends' Book Sale.
Treasurer Pelke asked about the potential of his Freemason Lodge partnering with the Library or Friends on a literacy project for disadvantaged children or families. Many ideas were proposed.
Trustee Medrano-Sanchez volunteered at the Friends' Book Sale. She has been ill and is just getting back on her feet.
Secretary Sharkey had nothing to report tonight.
Trustee Iwinski is excited about the new vinyl record collection. Her family has already checked one out and is enjoying it.
President Schaaf reported that the Friends' Book sale cleared more than $5,100, the highest total since before the pandemic began.

STAFF REPORTS

The written staff report and statistics for June were included in the Board Packet per usual. June kicks off Summer Reading and the theme and t-shirts this year have been extremely popular. Registration for every age group is higher than last year and the adult participation is the highest it has ever been. The trustees commended Amy Haffner, the Library's Graphic Artist on the t-shirt design. Several of them were wearing their shirts at the meeting. Executive Director Murray briefly reviewed a quarterly

update on the strategic plan and her goals. Trustees are encouraged to dig into the report and send any questions they have to her for further information. She was selected to attend Director's University 2.0 the first week of August and to serve on the ILA Advocacy Committee, which is a three year commitment.

CORRESPONDENCE / PUBLIC COMMENT

- Memo from the Library's attorney regarding Decennial Committees on Local Government Efficiency Act, which requires the forming of a committee of staff, public, and trustees to examine ways to gain efficiencies in public entities and taxing bodies
- A reminder to collect information as to whether a vendor is a minority, woma/en- or veteran owned business
- Letter from the Secretary of State noting our award of $60,193.28 for the FY22 Per Capita Grant, which is to be expended in FY 2023

EXECUTIVE SESSION

A motion to adjourn to executive session under section 5 ILCS 120/2.06(d) Semi-Annual Review of Closed Session Minutes was made by Secretary Sharkey at 8:35 p.m. and seconded by Trustee Iwinski. The motion passed by voice vote with no opposition. The Board took a brief recess before calling to order the Executive Session.

ACTION AS A RESULT OF EXECUTIVE SESSION

A motion to approve closed session minutes from April 27, 2022 was made by Treasurer Pelke and seconded by Vice President Taylor. The motion passed unanimously by voice vote.

A motion to keep closed selected minutes from January 23, 2019 and earlier and February 24, 2021 was made by Treasurer Pelke and seconded by Secretary Sharkey. The motion passed unanimously by voice vote.

A motion to approve the destruction of verbatim recordings from Executive Sessions held more than 18 months ago, which would be the recording from on or before January 27, 2021, was made by Treasurer Pelke and seconded by Vice President Taylor. The motion passed unanimously by voice vote.

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 8:58 p.m.

APPROVED: ATTEST:

Stephen W. Schaaf Tracy Sharkey

President Secretary