ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
2600 HARNISH DRIVE
SEPTEMBER 28, 2022

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, September 28, 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 regular board meeting was called to order at 7:01 p.m. by President Schaaf.
Those answering roll call were President Schaaf, Vice President Taylor, Secretary Sharkey, Trustee Iwinski, Trustee Johnson, and Trustee Medrano-Sanchez. Treasurer Pelke was absent.

Staff in attendance included Executive Director Murray, Assistant Director Dolin, Department Managers Chiappone, Christopherson, Husak, McCallum, Parmele, PR/Marketing Coordinator Ryan Jana, and Adult Programming Specialist Kate Cundiff.

AUDIENCE TO VISITORS
There were no visitors.

CONSENT AGENDA
A motion to approve the consent agenda containing the minutes of the August 24, 2022 Budget and Appropriations Hearing, and the August 24, 2022 Regular Board Meeting, the August 2022 Financial Statements, and the 2023 Calendar of Closings and Holidays was made by Vice President Taylor and seconded by Trustee Iwinski. The motion passed by voice vote with no opposition.

APPROVAL OF THE SEPTEMBER 2022 DISBURSEMENTS
A motion to approve September 2022 Disbursements was made by Vice President Taylor and seconded by Trustee Iwinski. The motion passed by roll call vote:

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

ADOPTION OF PROCLAMATIONOF NATIONAL FRIENDS OF LIBRARIES WEEK 2022
President Schaaf read aloud the Algonquin Area Public Library Proclamation of National Friends of Libraries Week and made a motion to adopt the Proclamation as presented. The motion passed by roll call vote:

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

ADOPTION OF RESOLUTION 2022-03, A RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED
Executive Director Murray presented the resolution for $6,441,000, which represents approximately 7% increase over the Tax Year 2021 extension. This increase is due to an increase in the CPI and upcoming Eastgate Branch project. A motion to adopt the Resolution 2022-03, a Resolution to Determine Estimate of Funds Needed as presented was made by Vice President Taylor and seconded by Trustee Iwinski. The motion passed by roll call vote:

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

SET DATE FOR TRUTH IN TAXATION (TITA) HEARING

The Levy request will likely exceed 5% over the 2021 extension, which will require a Truth in Taxation Hearing. A motion to hold a Truth in Taxation Hearing on October 26, 2022 at 7:00 p.m. preceding the regular Board Meeting was made by Secretary Sharkey and seconded by Trustee Iwinski. A "black box" notice will be published in the paper as required. The motion passed by voice vote with no opposition.

STATEMENT ON EQUITY, DIVERSITY, AND INCLUSION

An amended Statement of Equity, Diversity, and Inclusion, which incorporated feedback from the six of the seven trustees who responded was presented for consideration. A motion to adopt the Statement of Equity, Diversity, and Inclusion as presented was made by Secretary Sharkey and seconded by Trustee Iwinski. There was some discussion with the motion on the table. Trustee Medrano-Sanchez had not had a chance to respond and she felt the revised statement was too similar to the original. President Schaaf called for a vote. The motion passed by roll call vote:

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

EASTGATE BRANCH PROJECT

APPROVAL OF RFQ FOR ARCHITECTURAL SERVICES

The Facilities Committee met and reviewed a draft of a Request for Qualifications, which was prepared by Executive Director Murray with review by John Shales from Shales McNutt Construction. The committee requested language to address environmental concerns and set a project cost range of $4-6 million. Executive Director Murray presented a revised document for the Board's consideration. A motion was made by Vice President Taylor and seconded by Trustee Iwinski to approve the Request for Qualifications for Architectural Services as presented. The motion passed by roll call vote:

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

APPROVAL OF CONTRACT WITH SHALES MCNUTT CONSTRUCTION (SMC)

Shales McNutt has a long history of working with the Algonquin Area Public Library District and John Shales has served as an advisor to Executive Director Murray through major and minor projects. SMC performed an engineering analysis on the Eastgate Branch facility, and they are very familiar with both library buildings. Executive Director Murray had shared a contract with the Facilities Committee, which they had approved. Upon final review, legal counsel recommended that SMC write a new contract with the most recent AIA guidelines. Executive Director Murray presented this new contract with a project rider for consideration by the Board. Vice President Taylor made a motion to accept the Contract with Shales McNutt Construction as presented. Seconded by Trustee Iwinski. The motion passed by roll call vote:

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

COMMITTEE REPORTS

Facilities – the Board will be very busy in the coming months. Please consult the project timelines and be prepared to meet on the dates listed.

Budget and Personnel – The Budget and Personnel Committee will meet in early October to discuss the Levy.

Policy – The Policy Committee will meet next in January. The Meeting Rooms in both Library facilities are now open for bookings to the public. Staff are preparing to take reservations, and the Meeting Room Policy requires some revisions for post-pandemic usage. Executive Director Murray will get a proposed draft out as soon as it is ready.

STAFF REPORTS
A written report was included in the Board Packet. August was sandwiched between several large outreach initiatives. Staffing challenges have caused some re-allocation of hours, and potentially reworking of duties and posted positions. There is ongoing upward pressure on salaries due to a tight labor market.

TRUSTEE REPORTS
Trustee Medrano-Sanchez had nothing to report.
Secretary Sharkey had nothing to report.
Trustee Iwinski was very impressed by the activities for Banned Books week, particularly at the Branch.
Trustee Johnson is very happy to see the Library on TikTok.
Vice President Taylor is enjoying the yard signs. Her son requested a replacement for the one they had that was damaged in the storms.
Trustee Pelke was absent.
President Schaaf discussed moving Executive Director Murray's evaluation and goals to January from October.

CORRESPONDENCE / PUBLIC COMMENT

- Email from Sally Sullivan complimenting the newsletter
- Suggestion box comments and responses
- Memo from attorney regarding Election of Library Trustees

The Library will have two 6-year terms and one unexpired 2-year term on the ballot in April 2023. Names will be listed in order of the packet submissions.

ADJOURNMENT
President Schaaf adjourned the meeting by declaration at 8:21 p.m.

APPROVED:

Stephen W. Schaaf
President

ATTEST:

Tracy Sharkey
Secretary