ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
2600 HARNISH DRIVE
DECEMBER 14, 2022

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, December 14, 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.

President Schaaf called the Regular Board Meeting to order at 7:03pm
Those answering roll call were President Schaaf, Vice President Taylor, Secretary Sharkey, Trustee Iwinski, Trustee Johnson, Treasurer Pelke, and Trustee Medrano-Sanchez.

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

AUDIENCE TO VISITORS
There were no visitors.

CONSENT AGENDA
A motion to approve the consent agenda containing the minutes of the October 26, 2022 Truth in Taxation Hearing, October 26, 2022 Regular Board Meeting, November 2, 2022 Special Board Meeting, December 6, 2022 Special Board Meeting, December 7, 2022 Special Board Meeting, October 2022 Financial Statements, November 2022 Financial Statements, and the updated 2023 Holidays and Closing dates was made by Treasurer Pelke and seconded by Trustee Iwinski. The motion passed by voice vote with no opposition.

APPROVAL OF THE NOVEMBER 2022 AND DECEMBER 2022 DISBURSEMENTS
A motion to approve November 2022 and December 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

ACCEPTANCE OF THE ANNUAL FINANCIAL AUDIT FOR FISCAL YEAR ENDING JUNE 30,2022
A draft of the Audited Financial Statements for the Fiscal Year Ended June 30, 2022 was presented at the October 2022 Regular Board Meeting. The final draft was presented for Board Acceptance. A motion to accept the Audited Financial Statements for the Fiscal Year Ended June 30, 2022 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

APPROVAL OF CERTIFICATES OF STATUS OF EXEMPT PROPERTY
The Library owns the Eastgate Branch Property and leases the Harnish Main Property. The Library must approve certificates of status of exempt property each year for the Eastgate Branch Property. A motion was made to approve the Certificates of Status of Exempt Property for the Eastgate Branch 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

COMMUNITY SHARE RENEWAL

Community Share is a partnership between AAPLD, the Fox River Valley Public Library District, Ella Johnson Public Library District, and School District 300 to provide eBooks to all students in the school district. This program has been in existence for three years, and all parties have agreed to continue to participate in the program. The Board considered an updated Intergovernmental Agreement between the three public libraries and the Memorandum of Understanding between the three public libraries and the school district. A motion to approve the updated Intergovernmental Agreement with the Fox River Valley Public Library District and the Ella Johnson Memorial Public Library District and the Memorandum of Understanding Extension with School District 300 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

Executive Director Murray will provide the Board with usage statistics for this program.

APPROVAL OF CONTRACT WITH DAVID VINJAMURI FOR HARNISH SPACE AUDIT

David Vinjamuri is a nationally recognized brand expert with extensive experience in working with libraries to improve their branding, marketing and effective use of space to improve collection presentation, promote positive user experience, and increase circulation. Vinjamuri often works with Engberg Anderson (EA), and spend a short time at the Eastgate Branch as EA prepared their proposal for the renovation. Executive Director Murray feels that he could help the Harnish Main Library to improve the user experience and make the space use more efficient and appealing. A motion to approve the contract with David Vinjamuri for a space audit at the Harnish Main Library in the amount of $6500.00 plus travel expenses was made by Treasurer Pelke and seconded by Trustee 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 CONTRACT WITH BIBLIOTHECA FOR MATERIALS HANDLING UNIT (SORTER)

The Library's Materials Handling Unit (Sorter) is past its useful life and needs to be replaced. The Board discussed the pros and cons of purchasing or leasing a new unit. A motion to approve the Solution as a Service (SaaS) contract with Bibliotheca for seven years in the amount of $78,013 per year was made by Treasurer Pelke and seconded by Vice President Taylor. The motion passed by roll call vote:

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

EASTGATE BRANCH PROJECT

Selection of Architectural Firm

The Facilities Committee met on Monday, December 12, 2022 to consider the presentations by the three finalist architecture firms. All trustees were present for this discussion and contributed to the Committee's decision to recommend to the full Board that Product Architecture + Design be selected for the Eastgate Branch Renovation Project. A motion to select Product Architecture + Design to be the architect for the Eastgate Branch Renovation Project was made by Treasurer Pelke and seconded by the Facilities Committee. The motion passed by roll call vote:

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

Delegation of Authority to Sign Approved Contract

Executive Director Murray will notify the firms of the Board's decision and they will draw up a contract. This contract will be shared with the Board and sent to the Library's attorney. This process will likely be done in advance of the January Board Meeting. The Board considered who should sign the contract so work can begin. A motion to delegate authority to Executive Director Murray to sign the contract with Product Architecture + Design after it has been accepted by attorneys for both parties and trustees have had an opportunity to review the contract and ask questions 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

Trustee Iwinski stepped out at 8:11pm and returned at 8:14pm.

STAFF REPORTS

Written reports for October and for November were included in the Board Packet along with staff reports on the ILA Annual Conference and the Colorado Libraries for Early Literacy 2022 Conference and the statistical reports in the graphic presentations with refinements as suggested by the trustees from the October Board Meeting. A copy of the Per Capita Grant Application was also included. Executive Director Murray offered a few highlights from each report and encouraged the Board to read through them.

COMMITTEE REPORTS

Facilities – The Facilities Committee has been busy. Vice President Taylor was very happy about how the Monday evening meeting went, and she is happy that the Board selected Product Architecture + Design.

Budget and Personnel – Treasurer Pelke will work with Executive Director Murray and the committee to consider the Library's financial situation and anticipated revenues and expenditures to ensure that the funds are available to proceed with the big projects on the horizon while continuing to operate within our means. He expects that some tradeoffs and budget trimming will be necessary in the coming years.

Policy – The Policy Committee will meet next in January. Watch for policies to consider in the coming weeks.

TRUSTEE REPORTS

Trustee Johnson's parents are settling in at their home across the street, and his mother is making her way through the Library's collections.

Vice President Taylor thanked the Trustees, Executive Director Murray, and library staff for the time and energy dedicated to touring library facilities, studying the architect firms statements of qualifications and presentations, and the discussions involved in coming to a decision to hire Product Architecture + Design. She looks forward to getting started on this exciting project.

Treasurer Pelke asked about staff recognition. Executive Director Murray described the annual Awards Breakfast and learning day, which happens each December. Twelve employees received longevity awards and certificates this year. The catered breakfast was provided by 3 Chefs, training was provided by JJ's List, which is a Disability Awareness organization, and each staff member received an insulated cup with the Library's logo and This is What Awesome Look Like! stamped on it.

Trustee Iwinski enjoyed the process of selecting an architect. She learned a lot during the visits to other libraries, working with the trustees to explore the proposals and consider the proposed designs and concepts, and she said it was a fantastic experience to come to consensus on the decision. She also enjoyed the van rides and getting to know the trustees and staff when they could not discuss library business.

Trustee Medrano-Sanchez is looking forward to getting started on the Eastgate Branch Renovation Project. It has been a long time coming and is exciting to consider. It seems that the planning process is taking longer and is more involved in comparison to the Main Library expansion and renovation project. She also did not see an invoice from Studio GC, but she did from Engberg Anderson and Product Architecture + Design. Executive Director said Studio GC did not submit an invoice. The other firms did and included itemized costs related to the proposals. Trustee Medrano-Sanchez wished everyone a Merry Christmas. She will be having surgery again and will let everyone know when she will be unavailable.

Secretary Sharkey's father-in-law passed away and she may not have been as responsive as usual. She looks forward to working with Product Architecture + Design and with David Vinjamuri. After having visited some other libraries, she is excited to see how our facilities can become even better than they are now.
President Schaaf reported that the Friends will be decorating a tree in the Community Tree Trim. He encouraged everyone to vote for their favorite tree. He is having some computer issues and asks that people call if he does not respond to email.

CORRESPONDENCE / PUBLIC COMMENT

- Hand written note from the Friends thanking the library for their gifts for National Friends of Libraries Week
- Reminder from the attorney to file the levy – this has already been done
- Comments from the suggestion box and responses from Executive Director Murray
- A card from Rick McCarthy from Studio GC thanking the library for the opportunity to present their proposed designs and concepts

EXECUTIVE SESSION

None needed.

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 8:40 p.m.

APPROVED: ATTEST:

Stephen W. Schaaf
President

Mary Sharkey
Secretary