ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
2600 HARNISH DRIVE
JANUARY 25, 2023

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, January 25, 2023 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 7:02pm
Those answering roll call were President Schaaf, Vice President Taylor, Secretary Sharkey, Trustee Iwinski, Trustee Johnson, Treasurer Pelke, and Trustee Medrano-Sanchez (arrived at 7:03pm).

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

AUDIENCE TO VISITORS
Trustee candidate Fred Becker introduced himself as a candidate running for the Board in the spring election and thanked the board for their service. He said he feels the board is doing a good job and is looking forward to the possibility of joining in their service to the community.

CONSENT AGENDA
Treasurer Pelke asked about credit card expenses in the PR/Marketing and Small Equipment budgets. The PR/Marketing expenditures were for giveaways for the Miracle on Main and winter reading decorations and the Small Equipment expenses were for a cabinet for the Switch games and two cell phones with no voice or data plans which are being used to capture footage for our social media accounts. A motion to approve the consent agenda containing the minutes of the December 14, 2022 Regular Board Meeting and the December 2022 Financial Statements 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 THE JANUARY 2023 DISBURSEMENTS
A motion to approve January 2023 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

APPROVAL OF 3-YEAR AGREEMENT FOR ANNUAL FINANCIAL AUDIT SERVICES WITH SIKICH
Executive Director Murray presented a 3-year agreement for auditing services with Sikich. We have used Sikich for the past three years and have been happy with their service. The cost for services will increase from $10,080 to $11,100 for FY 2023, $11,655 for FY 2023, and $12,005 for FY 2025. A motion to approve the 3-year agreement for annual financial auditing services with Sikich as presented 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

POLICIES

The Policy Committee met on January 9, 2023 and reviewed several policies. The committee recommended that the full Board adopt these policies with revisions as presented at the board meeting. Two of the policies listed are still in process and are expected to be brought for the Board's consideration at the February Board Meeting. A motion to adopt Policies 2005: Fund Balance, 3015: Collection Management, 3036: Notary Services, and 3061: COVID-19 Safety as presented was made by Treasurer Pelke and seconded by the Policy Committee. The motion passed by Roll Call Vote:

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

Policy 4045: Social Media and a new Paid Leave Policy relating to legislation that will become effective January 1, 2024 will be provided to Trustee Medrano-Sanchez for possible Policy Committee consideration in the coming weeks.

COMMITTEE REPORTS

Facilities – The Facilities Committee will meet in early February to discuss the Eastgate project and review information from the Architects.

Budget and Personnel – Treasurer Pelke suggested a Budget and Personnel Committee meeting on Monday, February 13. Executive Director Murray will send out a Doodle Poll to see if that date works for the other members of the committee. Treasurer Pelke requested a document that tracks the Eastgate project budget, expenditures, and timeline progress separately from the regular financial reports. Executive Director Murray agreed that this is important and will investigate the most effective way to accomplish this.

Policy – The Policy Committee will consider the drafts of the Social Media and Paid Leave policies when they are ready.

STAFF REPORTS

Written and graphic statistical reports for December were included in the Board Packet. Executive Director Murray shared information about December events. Of particular note were the success of the D300 Mitten Tree program and the Merry & Bright Tree Trimming. Both programs take a lot of time and effort of the staff, and make a significant impact on the community. This is the second year for the Merry & Bright Program. Last year the Library purchased the trees at a discount. This year Home Depot donated the trees, came and set them up, and hauled them away afterward, which was a tremendous help. Several staff members jumped into action when severe weather just before Christmas threatened to tear the display apart. They wrapped each individual tree in plastic wrap to protect them from the storm. David Vinjamuri spent the day at the Library on Tuesday, January 24 to perform a space study. He met with a group of staff to discuss traffic patterns, wayfinding, and potential ways to improve the use of the Harnish Library's space. He will provide a full report in 4-6 weeks, which will be presented at an upcoming Board Meeting. Product Architecture + Design met with a group of the staff earlier today in a kick off session. The primary focus of the discussion was to determine which group, adult or children should be on the main and lower levels of the renovated branch. At this point, the strongest sentiment of the staff appears to be to put services to children on the lower level. Soil borings will be done soon to determine if a lower level patio will be possible. Space planning meetings with the architects and staff will be held every two weeks. Executive Director Murray shared a Strategic Plan recap for the year. Baker & Taylor had another shut down, shorter this time, due to behavior they found anomalous or suspicious. Executive Director Murray will ask the IT Coordinator to report to the Board on our cyber security procedures and infrastructure.

TRUSTEE REPORTS

Trustee Johnson's parents utilized the Library's notary services and were very happy with how convenient it was to come to the library for this service.

Vice President Taylor used the museum pass over the winter break with her family. Her son came to the Mario Kart program and had a lot of fun. She enjoyed seeing the marketing and social media statistics, especially in comparison to other area libraries.
Treasurer Pelke had nothing to report this month. He is looking forward to dinner in the city for his birthday next month.
Trustee Iwinski is enjoying the Winter Reading Program and likes the theme. She was disappointed to learn that the cocoa crawl had been cancelled.
Trustee Medrano-Sanchez has been busy with family illness and taking care of her grandchildren.
Secretary Sharkey's daughter won a recent gymnastics tournament. Unfortunately, she fractured her ankle and her ability to compete is a bit uncertain in the near term.
President Schaaf reported that the Friends provided funds for a basket for the Chamber of Commerce. They received a request for additional baskets for the Lake in the Hills Parks & Rec department, which the Friends are happy to provide.

CORRESPONDENCE / PUBLIC COMMENT

- Thank you note from D300 to Theresa Therens for her leadership of the Mitten Tree program
- Property tax objections have been saved to a folder, which Treasurer Pelke has been reviewing

EXECUTIVE SESSION

A motion to adjourn to executive session at 7:22pm under 5 ILCS 120/2.06(d) Semi-Annual Review of Closed Session Minutes and 5 ILCS 120/2(c)1 for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees – to discuss the Performance Evaluation and Objectives of the Executive Director was made by Treasurer Pelke and seconded by Vice President Taylor. The motion passed by voice vote with no opposition.

RETURN TO REGULAR SESSION

President Schaaf called the Regular Meeting back to order at 8:55pm.
Those answering roll call were President Schaaf, Vice President Taylor, Secretary Sharkey, Trustee Iwinski, Trustee Johnson, Treasurer Pelke, and Trustee Medrano-Sanchez. Executive Director Murray was also present.

ACTIONS AS A RESULT OF EXECUTIVE SESSION

A motion to approve closed session minutes from July 27, 2022 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

A motion to keep closed selected minutes from January 23, 2019 and earlier and February 24, 2021 and make minutes from July 27, 2022 open to the public 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

A motion to approve the destruction of verbatim recordings from Executive Sessions held more than 18 months ago, which would be the recordings from meeting held before July 25, 2021 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

A motion to approve a 5.2% raise for Executive Director Sara Murray, retroactive to November 1, 2022 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

ADJOURNMENT

President Schaaf adjourned the meeting by declaration at 9:00 p.m.

APPROVED:

Stephen W. Schaaf
President

ATTEST:

Tracy Sharkey
Secretary