

**Algonquin Area Public Library District Board of Trustees Meeting**  
**2600 Harnish Drive, Algonquin, Illinois**  
**January 22, 2025**  
**7:00 pm**

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday January 22, 2025 at 7:00 pm. The meeting was held at the Main Library located at 2600 Harnish Drive, Algonquin, Illinois.

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.

**Call to Order**

President Taylor called the Regular Board Meeting to order at 7:02 pm.

**Roll Call**

In attendance: Trustee Becker, Trustee Johnson, Trustee Kennealy, President Taylor, and Secretary Sharkey. Vice President Medrano-Sanchez arrived at 7:03pm.

Absent: Treasurer Pelke

Staff present: Executive Director Sara Murray (virtual attendance due to illness); Assistant Director-Public Services Alicia Parmele; Assistant Director-Operations Belinda Husak; Managers Erin Maiero, Henry Sadowski, Anne Kunzen, Hannah Sloan, and Sam Chiappone; Coordinator Lauren Schoenherr

**Audience to Visitors**

Serena Jamison - trustee candidate and Eleanor Mamayek and Kathy Ross - members of the Friends of the Library were in attendance. There was no public comment.

**Consent Agenda**

- a) Approval of the December 18, 2024 Board Meeting Minutes
- b) Approval of December 2024 Financial Statements

With no questions from the trustees. Trustee Becker moved to approve the Consent Agenda and Trustee Johnson seconded. The motion passed unanimously with a voice vote.

**Approval of January 2025 Disbursements**

Questions regarding payments to Chase for debt repayment were asked by Trustees Johnson and Becker. Executive Director Murray explained that 2 payments a year are made: one for principle and interest and one for interest only. Debt service payments will continue through 2027. Trustee Johnson moved to approve the January 2025 disbursements and Trustee Kennealy seconded. The motion passed with a roll call vote as follows:

Ayes: Becker, Johnson, Kennealy, Medrano-Sanchez, Sharkey, and Taylor

Nays: None

Absent: Pelke

Abstain: None

**Approval of Agreement Between the Algonquin Area Public Library District and the Friends of the Algonquin Area Public Library District**

President Taylor asked if all the trustees had reviewed the agreement. Trustee Kennealy asked if there were any updates, and Executive Director Murray shared there was a change in the leadership within the

Friends. After discussion about the positive changes to membership options and fundraising intentions, a review was made to the proposed changes. Trustee Becker moved to accept the agreement and Trustee Johnson seconded. The motion passed with a roll call vote as follows:

Ayes: Becker, Johnson, Kennealy, Medrano-Sanchez, Sharkey, and Taylor

Nays: None

Absent: Pelke

Abstain: None

### **Approval of Policies**

- a. Policy 2005 Fund Balance**
- b. Policy 2035: Disposal of Surplus Library Materials**
- c. Policy 3011: Library Cards**
- d. Policy 3020: Circulation of Library Materials**
- e. Policy 3030: Library Programs**
- f. Policy 3045: Alcoholic Beverages**
- g. Policy 3050: Meeting Rooms**
- h. Policy 3053: Study Rooms**
- i. Policy 3055: Community Information Display**
- j. Policy 3057: Display Cases**

A motion was made by the Policy Committee at the January 15, 2025 committee meeting to accept the policies as presented and Trustee Becker seconded the motion. The motion passed with a roll call vote as follows:

Ayes: Becker, Johnson, Kennealy, Medrano-Sanchez, Sharkey, and Taylor

Nays: None

Absent: Pelke

Abstain: None

### **Approval of Travel, Meal, and Lodging Reimbursements for Staff for the Illinois Youth Services Institute Conference**

The dollar amount of \$144 per night is above the IRS limit for Bloomington, Illinois. Trustee Sharkey inquired about the number of nights for Agata's stay for the IYSI Conference. With no further questions Trustee Kennealy moved to approve reimbursement for lodging at \$144 per night and Trustee Johnson seconded. The motion passed with a roll call vote as follows:

Ayes: Becker, Johnson, Kennealy, Medrano-Sanchez, Sharkey, and Taylor

Nays: None

Absent: Pelke

Abstain: None

### **Eastgate Branch Renovation Project Update**

Patrons have responded positively to the renovation. Attendance on the first day was 249. A few furniture deliveries and other finishing touches are outstanding. Staff is settling into their new workspaces and service desks. Trustee Becker appreciated the nice write up in the Northwest Herald and Trustee Johnson commented that the pictures made the front page. Trustee Kennealy inquired about what items will be displayed on the wall above the stairs. Secretary Medrano-Sanchez asked about the parking project with the Village. Both asphalt and concrete options are included as alternates in the Village's bids. Bid opening is on January 27 and when the bids are opened, the alternate options and proposed costs will be discussed.

### Committee Reports

Facilities Committee-Trustee Johnson would like to meet in early February to discuss the Village of Algonquin's bid for the parking lot work at Eastgate as well as tie up any loose ends for the renovation. Policy Committee-Vice President Medrano-Sanchez mentioned the January 15<sup>th</sup> meeting was productive and the next meeting will most likely be in July.

Budget and Personnel Committee-In Treasurer Pelke's absence, President Taylor mentioned the topics for discussion at a committee meeting in March would be the 2026 budget and wage scale policy review.

### Staff Reports

New hires have begun working at the Branch. They are settling into the processes and integrating with existing staff. Trustee Becker enjoyed the celebration of longevity awards at the December 13 Staff Inservice. Ann Bartelt's retirement after nearly 40 years of service to the library was celebrated. The banking transition has been completed and interest benefits are already being realized. Trustee Johnson commented on the AI session that Raluca Barbu and Doug Cataldo attended. He is looking ahead to the opportunity to set some boundaries for when and how the library will use AI. Karrie Stewart presented a session titled *The Horrors of RA*, which intrigues trustees and delighted attendees. Trustee Becker appreciated the timeliness of the Friends of the Library webinar offered through RAILS.

### Trustee Reports

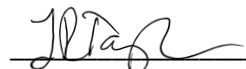
- Trustee Kennealy was disappointed that electronic checkouts were down a bit in December. Perhaps there is information that was missing.
- Trustee Becker and his family enjoyed touring through the renovation. His daughter asked about the missing portrait at the top of the stairs. His wife has discovered the Makerspace and enjoyed creating a wood sign.
- Vice President Medrano-Sanchez fell ill on her trip to Florida. She is feeling better and looking forward to a tour of the Branch. Great job overseeing the project, Executive Director Murray.
- Trustee Johnson reviewed the ILA Reporter and commented on the First Amendment Audit article and asked Executive Director Murray if staff was aware. Staff have been trained and are prepared. He enjoyed the full page spread in the Algonquin/Lake in the Hills Chamber of Commerce magazine.
- Secretary Sharkey really enjoyed visiting the Branch and is glad that services like book club are being held at the Eastgate location again. She also had a question about registering for an ILA course and if it would be possible to watch on recording as the timing would not work with her work schedule.
- President Taylor is proud of the staff for working through the renovation process. The feedback received has been positive. The displaying of materials is appealing.

### Correspondence

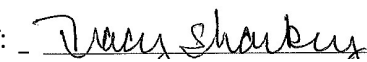
A thank you note was received from D300 for Theresa Therens's work on the giving tree project. Secretary Sharkey gave a shout out to Theresa for delivering her late packages to the gift recipients.

The meeting was adjourned by President Taylor at 7:47 pm.

APPROVED:

  
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Lindsay Taylor, President

ATTEST:

  
\_\_\_\_\_  
Tracy Sharkey, Secretary