ALGONQUIN AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
2600 HARNISH DRIVE
APRIL 25, 2018
7:30 P.M.

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday, April 25, 2018 at the Harnish Library.

All packets were distributed on Friday, April 20, 2018 and an agenda was posted in both libraries forty-eight hours prior to the meeting.

The meeting was called to order at 7:36 p.m. by Vice President Gebhardt.
Those answering roll call were Trustees Athmalingam, Gebhardt, Sanchez, Schaaf, and Smith. Also present were Executive Director Murray, Assistant Director Dolin and Department Managers Christopherson, Parmele, Pearsall, and Slavick. Trustees McGuire and Mejia were absent.

AUDIENCE TO VISITORS
There were no visitors.

CONSENT AGENDA
Secretary Schaaf inquired about the Per Capita Grant award. He asked if there is a time period in which it must be used. Executive Director Murray stated that typically the check is sent in March and must be used by of June of the following year. This year we received the check in March of 2018 to be spent by June 2018.
A motion to approve the consent agenda containing the approval of the March 29, 2018 Board of Trustees Meeting Minutes and the March 2018 Financial Statements was made by Secretary Schaaf and seconded by Trustee Smith.

Ayes: Athmalingam, Gebhardt, Sanchez, Schaaf, and Smith
Nays: None
Absent: McGuire and Mejia
Abstain: None

APPROVAL OF THE MARCH 2018 DISBURSEMENTS
A motion to approve the March 2018 Disbursements was made by Secretary Schaaf and seconded by Trustee Smith. The motion passed by roll call vote 5/0.

Ayes: Athmalingam, Gebhardt, Sanchez, Schaaf, and Smith
Nays: None
Absent: McGuire and Mejia
Abstain: None

APPROVAL OF REIMBURSEMENTS FOR TRAVEL, MEAL AND LODGING EXPENSES
There were no Reimbursements for Travel, Meal and Lodging Expenses.

POLICY REVIEW
Trustee Sanchez spoke on behalf of the Policy Committee. Vice President Gebhardt stated a lawyer reviewed the Employee Handbook for proper legal terms.
The Policy Committee brought a motion to approve the Employee Handbook and the Internet Safety Policy, which had no changes, was made by voice vote. The motion passed.

Ayes: Athmalingam, Gebhardt, Sanchez, Schaaf, and Smith
Nays: None
Absent: McGuire and Mejia
Abstain: None

A motion to approve the changes to the Circulation of Library Materials Policy to include automatic renewals was made by Trustee Smith and seconded by Trustee Athmalingam.

Ayes: Athmalingam, Gebhardt, Sanchez, Schaaf, and Smith
Nays: None
Absent: McGuire and Mejia
Abstain: None

CONSTRUCTION UPDATE

Executive Director Murray announced that there is no Change Order for this month. Construction is moving along. Carpet is nearly finished on the main level. Staff bathrooms are nearly done. The Friends' storage area will come next. Back of the house construction is still underway. Branch construction went well. The color on the walls and the new carpet made a huge difference. Back of the house construction is still underway at the Branch.

LIBRARY CLOSINGS

Closing the main library is not expected to be more than two days. In the event that furniture arrives early, we will close. On the morning of June 1, 2018 the library will close to prepare for Summer Reading and re-open both library locations at 1:00 pm.

STAFF REPORTS

There was some discussion. The Trustees viewed a Short Take on policies. Executive Director Murray stated there is a policy review chart that indicates how often policies need to be reviewed. This policy review chart was given to the Policy Committee. She recommended that the Policy Committee meet quarterly.

The staff was well prepared for the migration to Polaris on April 17, 2018. During the closing of the Branch Library for the renovation, the Eastgate staff worked at the Harnish Library.

CORRESPONDENCE

A letter received from Law Offices of Zukowski, Rogers, Flood & McArdle regarding a Village of Algonquin Tax Exemption Notice.

A letter of appreciation from the Schaedel family was read by Vice President Gebhardt.

Executive Director invited the Trustees to attend the LACONI Trustee Banquet on May 18, 2018.

ADJOURNMENT

A motion to adjourn at 8:32 pm was made by Vice President Gebhardt and seconded by Secretary Schaaf

Ayes: Athmalingam, Gebhardt, Sanchez, Schaaf, and Smith
Nays: None
Absent: McGuire and Mejia
Abstain: None

APPROVED:

President

ATTEST:

Secretary