

**Algonquin Area Public Library District Board of Trustees Meeting**  
**2600 Harnish Drive, Algonquin, Illinois**  
**September 27, 2023**  
**7:00 pm**

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday September 27, 2023 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 Johnson, Trustee Becker, President Taylor, Treasurer Pelke, Vice President Medrano-Sanchez, and Secretary Sharkey.

Staff present: Executive Director Murray, Assistant Director-Public Services Parmele, Assistant Director-Operations Husak, Erin Maiero, Henry Sadowski, Anne Kunzen, Kristen McCallum, Kate Cundiff and Sam Chiappone.

**Audience to Visitors**

John Kennealy was welcomed but did not wish to address the Board.

**Consent Agenda**

- a) **Approval of Minutes of the July 19, 2023 Board of Trustees meeting minutes as amended**
- b) **Approval of August 15, 2023 Special Meeting Minutes**
- c) **Approval of the August 23, 2023 Budget and Appropriations Hearing Minutes**
- d) **Approval of the August 23, 2023 Regular Meeting Minutes**
- e) **Acceptance of the August 2023 Financial Statements**
- f) **Approval of 2024 Holidays and Closings**

With no questions or comments from the Trustees, Treasurer Pelke moved to approve the Consent Agenda as presented and Trustee Johnson seconded. The motion passed unanimously with a voice vote.

**Approval of September 2023 Disbursements**

With no questions or comments from the Trustees, Treasurer Pelke moved to approve the September 2023 disbursements as presented and Treasurer Sharkey seconded. With a roll call vote:

Ayes: Trustee Becker, Trustee Johnson, President Taylor, Treasurer Pelke, Vice President Medrano-Sanchez, and Secretary Sharkey

Nays: None

Absent: None

Abstain: None

**Administration of the Oath of Office**

Secretary Sharkey administered the oath of office to John Kennealy, who was selected for appointment to the Board of Trustees at the Special Meeting held on August 15, 2023.

**Committee Assignment**

President Taylor assigned Trustee Kennealy to the Policy Committee. No other changes to committees were made.

**Adoption of Proclamation of National Friends of the Libraries Week 2023**

President Taylor read the proclamation. With no further questions or comments, Treasurer Pelke moved to adopt the Proclamation for National Friends of the Libraries Week and Trustee Kennealy seconded. With a roll call vote:

Ayes: Trustee Becker, Trustee Johnson, President Taylor, Treasurer Pelke, Vice President Medrano-Sanchez, Secretary Sharkey, and Trustee Kennealy

Nays: None

Absent: None

Abstain: None

### **Adoption of Resolution 2023-03, a Resolution to Determine Estimate of Funds Needed**

Executive Director Murray explained the importance of choosing an appropriate amount, taking into consideration both the level of inflation and the significant amount of new construction in the district. This will allow the library to capture all of the tax money that is possible to collect under the PTELL or tax cap. Executive Director Murray further explained this is just an estimate and the Budget & Personnel Committee will meet to review the amount and determine the levy amount to be requested. Executive Director Murray provided clarification for Trustee Becker, and responded to comments from Trustee Kennealy. Vice President Medrano-Sanchez moved to adopt the resolution and Trustee Kennealy seconded.

With a roll call vote:

Ayes: Trustee Becker, Trustee Johnson, President Taylor, Treasurer Pelke, Vice President Medrano-Sanchez, Secretary Sharkey, and Trustee Kennealy

Nays: None

Absent: None

Abstain: None

### **Set Date for Truth in Taxation Hearing**

After reviewing possible dates, the hearing is set for Wednesday, November 15, 2023 at 7:00pm.

Trustee Becker moved to approve the hearing date and Secretary Sharkey seconded. The motion passed unanimously with a voice vote.

### **Eastgate Branch Update**

Executive Director Murray detailed the last meeting with the architects. At this final preparation meeting, the building and design plans were reviewed in great detail to prepare to go out to bid. We have not gone through this process with previous architect teams, and we hope that this will help prevent any errors or oversights in the project. There was a request from the trustees to see the list of alternates that will be included with the bid documents, and Executive Director Murray agreed to send that information.

General information:

- The project currently has 13 alternates
- Anticipate date of 10/10/23 to go out to bid
- Anticipate opening bids will take place on 10/31/2023, though this date may change
- Alternates will be considered
- A list of contractors will be presented for Board approval at the 11/15/23 Board Meeting

Phase one update:

- The lower level renovation will begin in mid-March 2024
- The patio must be completed prior to geothermal installation

### **Committee Reports**

The Policy Committee plans to meet again in January 2024. Executive Director Murray may send a few policies to the committee chair Vice President Medrano-Sanchez before the next meeting for review as a few changes take place on January 1, 2024.

The Facilities Committee met at Eastgate on September 19, 2023. The tour and floor plan review was beneficial. The roof leak issue has been resolved, along with some preventative care.

The Budget & Personnel Committee plans to meet before the November Board Meeting. Chairperson Pelke would like to review the new template for the B&A. He would like to compare the current version with the proposed version. No meeting date has been set at this time, but Executive Director Murray will send out a doodle poll.

### Staff Reports

Executive Director Murray shared the success Teen Librarian Holly Eberle had when she visited four local high schools and brought a keyring craft. Over 400 students participated. Executive Director Murray is now on the Board of Directors of the Algonquin-Lake in the Hills Chamber of Commerce. The success of our back to school drive was shared by Executive Director Murray. Over 100 students were sent back to school with backpacks and supplies thanks to our community's donations.

Executive Director Murray shared an update on the new program for our community's seniors, The Wednesday Mix, which will be held weekly at the Main Library.

### Trustee Reports

- Trustee Johnson reported that his mom continues to love the library, and he is participating in a half marathon soon.
- Treasurer Pelke discussed his recent trip to Rome.
- Trustee Becker inquired about providing information about free legal services for Spanish speakers. He recommended two book titles to the trustees and that Banned Book Week lists be made available to the public.
- Vice President Sanchez inquired about attending the ILA Conference in October 2023 in Springfield.
- Trustee Kennealy asked about volunteer opportunities for himself and also asked a question about the checkout limits on Hoopla.
- Secretary Sharkey shared that an author from one of the book clubs here was also a favorite author of her daughter.
- President Taylor welcomed John as a new trustee. She likes the presentation of the statistics in the board packet. She appreciates that Executive Director Murray and the staff bring awareness to Banned Book Week each year because it is important to serve everyone in our community.

### Correspondence

We received a letter from the Library's attorney regarding property tax assessment appeals. No action needs to be taken at this time.

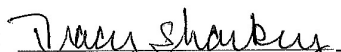
### Adjournment

The meeting was adjourned by President Taylor at 8:28 pm

APPROVED:

  
\_\_\_\_\_  
Lindsay Taylor, President

ATTEST:

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