

Algonquin Area Public Library District
2600 Harnish Drive, Algonquin, Illinois
Board of Trustees Policy Committee Meeting
January 16, 2024
7:00 pm

The Board of Trustees of the Algonquin Area Public Library District Policy Committee met Tuesday January 16, 2024 at 7:00 pm at the Main Library at 2600 Harnish Drive, Algonquin, Illinois.

An agenda was posted at least 48 hours prior to the meeting

Call to Order

The meeting was called to order by Chairperson Vice President Sanchez at 7:03 pm.

Roll Call

Committee Members present: President Taylor, Chairperson Vice President Sanchez and Trustee Kennealy
Committee member Treasurer Pelke was absent

Trustees present: Trustee Becker

Also present: Executive Director Murray, Assistant Director-Public Services Parmele and Assistant Director-Operations Husak.

There were no visitors

Approval of Minutes

- **July 11, 2023 Policy Committee Meeting**
- **November 28, 2023 Policy Committee Meeting**

With no discussion, Trustee Kennealy motioned the Approval of Minutes of the July 11, 2023 Policy Committee Meeting and the November 28, 2023 Policy Committee Meeting. President Taylor seconded, and with a voice vote:

Ayes: Trustee Kennealy, President Taylor, and Vice President Sanchez

Nays: None

Absent: Treasurer Pelke

Abstain: None

Additions to the Agenda

There were no additions to the Agenda

Review and Approval of Policies

- **PM 705 Sick Time**
 - This policy needed to be updated to add paragraph 705.7 and remove 705.6. This policy was approved at the previous meeting, but the copy did not reflect the intended change.
- **Policy 1005 Ethics**
 - This policy had no changes. It was reviewed in June 2021 by ALA. The review was complete and the new date will be updated.
- **Policy 1050 Public Comment at Board Meetings**
 - This policy was updated from a previous Director. President Taylor suggested a small change to clarify the comments or concerns be limited to library business. Additionally section IV. Will include "and Displays" in the heading title.

Discussion included:

- Trustee Kennealy inquired where the time limits were derived from. Executive Director Murray explained the 15 minutes time limit is consistent.
- Trustee Kennealy inquired if only the President would have the discretion, and Executive Directory Murray

explained, yes the President would coordinate any response or questions

- Trustee Becker asked for clarification on collecting visitor's personal information. Executive Director Murray explained visitors are asked to sign in with their name and log the topic of information they wish to share. We do provide comment forms within the library if necessary.
- Trustee Kennealy inquired about a patron's ability to view meetings virtually. Executive Director Murray explained that attendance for virtual meetings during the pandemic were minimal.

- **Policy 2030 Fixed Assets and Capitalization**
 - This policy was reviewed by our Accounting firm. The review was complete with no changes needed and the new date will be updated.
- **Policy 3007 Video Surveillance**
 - This policy had no changes. The review was complete and the new date will be updated.

- **Policy 3063 Unattended Children and Vulnerable Adults**
 - This policy had no changes. The review was complete and the new date will be updated.

- **Policy 3065 Internet and Computer Use**
 - This policy had technological verbage changes. The review was complete and the new date will be updated.

President Taylor made a motion to recommend the Policies be approved as amended for approval by the full board. Policies PM 705, Policy 1005, Policy 1050, Policy 2030, Policy 3007, Policy 3063 and Policy 3065; Trustee Kennealy seconded. The recommendation passed by voice vote:

Ayes: Trustee Kennealy, President Taylor, and Vice President Sanchez

Nays: None

Absent: Treasurer Pelke

Abstain: None

Adjournment

The meeting was adjourned by Chairperson Sanchez by declaration at 8:24 pm.

ATTEST:

Chair

Date