

Algonquin Area Public Library District Board of Trustees Meeting
2600 Harnish Drive, Algonquin, Illinois
January 24, 2024
7:00 pm

The Board of Trustees of the Algonquin Area Public Library District met on Wednesday January 24, 2024 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 7:00 pm.

Roll Call

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

Trustees absent: None

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

Audience to Visitors

No visitors were present.

Consent Agenda

- a) Approval of the December 13, 2023 Board Meeting Minutes
- b) Approval of December 2023 Financial Statements

Trustee Johnson asked if we would provide a few months of information to compare the current month's statements. Executive Director Murray noted that the percentage of each budget spent is included on the statements. Treasurer Pelke moved to approve the Consent Agenda. Trustee Johnson seconded. The motion passed unanimously with a voice vote.

Approval of January 2024 Disbursements

Trustee Becker had questions about the payments to U.S. Bank, Chase, and Product LLC. Executive Director Murray explained that they relate to our credit card, debt payments, and architecture services, respectively. President Taylor asked if the furniture payment was for the Eastgate Renovation project and Executive Director Murray confirmed that it is. With no further questions or comments from the trustees, Treasurer Pelke moved to approve the January 2024 disbursements and Trustee Becker seconded. The motion passed unanimously with a roll call vote as follows:

Ayes: Becker, Johnson, Kennealy, Medrano-Sanchez, Pelke, Sharkey, Taylor
Nays: None
Absent: None
Abstain: None

Approval of Policies

- a) PM 705: Sick Leave
- b) Policy 1005: Ethics
- c) Policy 1050: Public Comment at Board Meetings
- d) Policy 2030: Fixed Assets and Capitalization
- e) Policy 3007: Video Surveillance
- f) Policy 3063: Unattended Children and Vulnerable Adults
- g) Policy 3065: Internet and Computer Use

A trustee commented that the explanations provided and the discussion from the Policy Committee were thorough and helpful. The Policy Committee suggested a few minor changes and recommended approval of the policies that were presented at the Policy Committee meeting on January 16, 2024. Trustee Kennealy seconded the motion that

comes from the Policy Committee to approve the policies as presented. The motion passed unanimously with a roll call vote as follows:

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

Nays: None

Absent: None

Abstain: None

Eastgate Branch Renovation Project Update

Executive Director Murray explained that the street parking discussion between the Village of Algonquin and St. Margaret Mary/Rockford Diocese is currently at a standstill. Chris Damsch from SMC will continue to be our offsite contact for the project. The elevator contract requires a 50% deposit before they will order parts. A check has been prepared for TKE and is ready for disbursement.

a) **Set Spending Approval Limit for Executive Director \$25,000**

After discussion from the trustees, Secretary Sharkey moved to allow the Executive Director the authority to approve change orders up to \$25,000 for the Eastgate Branch Renovation Project. Trustee Kennealy seconded. The motion passed unanimously with a roll call vote as follows:

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

Nays: None

Absent: None

Abstain: None

Committee Reports

Policy Committee: Planning to meet in July 2024

Budget and Personnel Committee: No updates

Facilities Committee: Chairperson Johnson is looking forward to starting the upcoming renovation.

Staff Reports

Executive Director Murray appreciates the Trustees' support and communication during the recent weather closings. The boilers at the Harnish Main have had two rebuilds recently and are functioning, but we are still working on dialing in some settings for efficiency. Our Communications and Outreach Coordinator has resigned and we are seeking a new person. A new law effective January 1, 2024, has added the requirements of W-9s for independent contractors, such as those we hire for programs and presentations. We are currently waiting for further guidance. The CPI was announced and is 3.4% plus new growth. The new sorter is expected to be delivered at the end of February.

Trustee Reports

- Trustee Johnson inquired about a reptile program and complimented the selector for the fantasy book collection for doing a great job.
- Treasurer Pelke inquired about a breaking ground ceremony as he would like to be able to attend.
- Vice President Medrano-Sanchez reviewed several policies recently.
- Trustee Becker spoke about the upcoming Scorched Earth karaoke program and reported that Crystal Lake library had a flooding incident due to pipe damage.
- Trustee Kennealy asked about book donations and upcoming book sales. He also asked for clarification on January's ebook stats.
- Secretary Sharkey congratulated the Jacobs Dance Team for being the fourth consecutive Fox Valley Championships and shared that the team is going to State.
- President Taylor appreciates the documented photos of patron's makerspace projects.

Correspondence

- Thank you note from Nkoli Anikamadu, who passed her board exams after using the library as a study haven to complete her studies
- Comments and responses from the Suggestion Box in January 2024
- Thank you to Theresa Therens for her support and coordination of the Versiti Blood Drive
- Thank you to Theresa Therens from District 300 for her coordination of this year's Giving Tree

- Memo from Ancel Glink to RAILS regarding the updated law that now includes independent contractors as “newly hired employees”
- Twenty property tax valuation appeals - Secretary Sharkey asked if this quantity was typical and if we ever respond; Executive Director Murray stated that we usually get a higher quantity at the beginning of the year and that we let the County Assessor manage the property valuations

Adjournment to Executive Session

- a) [5 ILCS 120/2.06(d)] Semi-Annual Review of Closed Session Minutes
- b) [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

The motion to adjourn the meeting for Executive Session was made by Secretary Sharkey and seconded by Trustee Kennealy. With a unanimous voice vote, the Board adjourned to Executive Session at 8:12 pm.

The Board reconvened in open session at 9:46pm. President Taylor called the meeting to order and Secretary Taylor took roll call.

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

Trustees absent: None

Staff present: Executive Director Murray

Actions Taken as a Result of Executive Session

Trustee Kennealy moved to award a salary increase of 4.5% to Executive Director Murray, effective November 1, 2023.

Trustee Johnson seconded. The motion passed unanimously with a roll call vote as follows:

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

Nays: None

Absent: None

Abstain: None

Trustee Kennealy moved that the Board approve closed session minutes from July 19, 2023 and August 15, 2023.

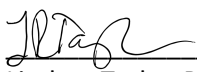
Trustee Johnson seconded. The motion passed unanimously with a voice vote.

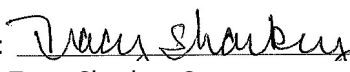
Trustee Kennealy moved that the Board keep closed selected minutes from January 23, 2019 and earlier and February 24, 2021, and make minutes from July 19, 2023 and August 15, 2023 open for public inspection. Trustee Johnson seconded. The motion passed unanimously with a voice vote.

Trustee Kennealy moved that the Board approve the destruction of verbatim recordings from Executive Sessions held more than 18 months ago, which would be recordings from on or before July 24, 2022. Trustee Johnson seconded. The motion passed unanimously with a voice vote.

Adjournment

The meeting was adjourned by declaration by President Taylor at 9:49pm.

APPROVED: 
Lindsay Taylor, President

ATTEST: 
Tracy Sharkey, Secretary