

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING**

Thursday, October 18, 2018

DATE CHANGE

Minutes

- 1. Call to order** – Library Board President Jan Polep called the meeting to order at 7:00 p.m.
- 2. Roll call** – Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Jason Pinshower, Jan Polep, and Teresa Sigsworth. Also present were Executive Director Diane McNulty, Head of Public Services Mona Reynolds and Lauterbach and Amen auditor Don Shaw (in place of Jamie Wilkey).
- 3. Approval of board minutes from:**
 - a. Regular Board meeting September 13, 2018** – the minutes from September 13, 2018 were reviewed. Motion by England to accept the minutes, seconded by Kalchbrenner. On roll call all ayes, Migaldi abstained.
- 4. Communications –**
 - a. New disc golf park opening on Saturday Oct 20th at Hoffman Park.
 - b. Village having annual TIF review board meeting on Tuesday 10/23. TIF #1 (Route 14 TIF area) expires in 2020, if they are going to extend it for an additional 12 years then they have to do that soon. Other TIF is Cary Station over by Veterans Park and Diane thinks it is up in 2024.
 - c. RAILS Update meeting, Diane attended online, talked about strategic planning, ILA also doing strategic planning. Membership standards approved by RAILS board, and they will be doing questionnaires to see where libraries fit in core standards and how many people/libraries will need additional training/help. RAILS put out word that they're increasing partnership grant from \$2500 to \$5000. Many libraries want to partner, will try to set up east and west location to try to do trustee training.
- 5. Treasurer's report** – Kalchbrenner reported the library opened with a balance of \$2,127,700.00. More tax receipts from McHenry and Lake Counties; we have received most of the projected revenue for the year. Received \$1,540.00 for passports. Investment interest is being shown separate from regular interest. Closed the month with a balance of \$1,814,000.00. Motion to accept the Treasurer's report made by Pinshower, seconded by Migaldi. On roll call all ayes, motion approved.

6. Approval of bills

- a. **September 2018** – Kalchbrenner presented the board with bills, transfers and payroll totaling \$279,874.27. \$432.00 to Automatic Fire Systems for inspection, \$250.00 to Cary Grove Chamber for Merry Cary Parade sponsorship, \$10,415.00 to Lynsgoe Systems for the sorter annual maintenance, \$287.50 to Engberg Anderson for the drawings to finish driveway and trash corral, \$50.00 to the village for the elevator permit and \$2005.50 to Bibliotheca for RFID tags. Motion made by Migaldi to approve paying the bills, seconded by England. On roll call all ayes, motion approved.

7. Statistics and Reports

a. September statistics -

Total circulation is up. No new nonresidents this month.

Continuing to weed, FOCAL Book sale this weekend. FOCAL still looking for President, some duties have been pulled, now have co-directors of the Book sale.

Room usage increasing.

Staff attending training, lots of webinars available. Some staff did autism webinar for Per Capita grant.

Karen working on HVAC items. Carrier came out and put all units on the roof on the same sensor so they all read the same outside temperature.

McHenry County Library Directors met recently, someone from United Way presented and so we're going to collect toiletries for United Way during the week of October 21 -27.

Early voting set up starts tomorrow.

b. Dept. news

8. Unfinished Business

- a. Review of Diane's goals. Migaldi suggested marketing plan and thinks it is important to develop a marketing plan and that she should be the face for the library. Also consider hiring a professional marketing consultant. Diane has some sample marketing plans from other libraries. Sigsworth suggested having a sign about getting a library card during book sales.
- b. Talked about doing the next strategic plan. Have Board suggest goals, and then allow staff to come up with a plan on how to achieve those goals, or determine if those goals are even possible. Put on schedule to begin at either January or February board meeting.

9. New business

- a. **Discuss and accept the FY 2017/2018 audit** – Don Shaw from Lauterbach and Amen presented the annual audit. We have a clean, unmodified opinion which is highest opinion you can receive. He summarized the MD & A letter, the financial statements and fund balances. Recommendations from the prior year's audit have been resolved and there are no new recommendations for the coming year. Motion to approve the audit made by Pinshower, seconded by Kalchbrenner. On roll call all ayes, motion approved.

- b. Discussion and approval of Resolution No. 18-10-A a resolution determining amount of money estimated to be necessary to be raised by taxation for the 2018/2019 fiscal year –** this resolution is needed before the Levy is approved next month. Motion made by Sigsworth to approve Resolution No. 18-10-A, seconded by England. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss

Sigsworth used LoT to transfer VHS to DVD. Shannon L. assisted her and Sigsworth said she was phenomenal.

11. Adjourn – Moved by Kalchbrenner, seconded by Migaldi. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Assistant Director of Public Services

Reviewed by,

Secretary