

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, July 11, 2019**

Minutes

- 1. Call to order** - Library Board President Jan Polep called the meeting to order at 7:01 p.m.
- 2. Roll call** - Present were Library Trustees Tom Garvin, Jan Polep, Allison Richmond and Teresa Sigsworth. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds. Scott Migaldi was present via telephone (not part of quorum).
- 3. Approval of board minutes from:**
 - a. Regular Board meeting June 13, 2019** - The minutes from the regular board meeting on June 13, 2019 were reviewed. Motion made by Sigsworth to approve the minutes, Garvin seconded. Migaldi abstained.
 - b. Committee of the Whole Finance and Nominating June 13, 2019** - The June Committee of the Whole did not have a Nominating component. The minutes from the Committee of the Whole Finance meeting on June 13, 2019 were reviewed. Motion made by Garvin to approve the minutes, Sigsworth seconded. Migaldi abstained.
- 4. Communications** - Library has been invited to do a presentation to the village board of what is going on at the library. Diane would like to bring some of the board members to one of the village meetings Sept. 3rd or Sept. 17th.
- 5. Treasurer's report** - In the absence of Pinshower, Long presented the Treasurer's Report. The month opened up with a balance of \$1,682,208.40 and it's the end of the fiscal year. Received tax receipts of \$879,502.03 from McHenry Co. and \$48,543.36 from Lake Co. The totals received in May and June will be recorded for FY19/20 in the reports next month. The month ended with a balance of \$2,422,639.04. PMA rep coming next week to discuss next round of investments. Motion made by Garvin to accept the treasurer's report, Sigsworth seconded. On roll call all ayes, motion approved. Migaldi abstained.
- 6. Approval of bills**
 - a. June 2019** - Long presented the board with bills, payroll and transfers totaling \$359,545.09. Larger bills included \$8,730.00 to Rapco for parking lot sealcoating, HR Source \$1,850.00 for the wage compensation survey, \$1,896.00 annual renewal to Today's Business Solutions \$6,600.00 to Integrated Control Technologies for the HVAC programming, \$1665.00 to Combined Roofing for repairs, \$2500.00 to J. Huber & Associates for the transit receipt printing software. July bills included annual renewals to Chiltons, Mango, Niche Academy, ProQuest and RAILS (Overdrive and Axis360). Motion made by Sigsworth to approve paying the bills, seconded by Richmond. On roll call all ayes, motion approved. Migaldi abstained.

7. Statistics and Reports

- a. **June statistics** - Extra weeding in youth fiction and adult non-fiction for end of year. Diane is working on the annual report and will present it to the board next month. Now that we have a year of statistics, the comparison of circulation will be added back next month.
- b. **Dept. news** - State records retention; new application is in approval mode. Chart of circulation trends (10 years vs 5 years). Mona and Linda K. were able to have a table at Cruise Night after 2 weeks of rainouts.

8. **Unfinished Business** - no other business was discussed.

9. New business

- a. **Discuss and approve Director's travel reimbursements for July through December 2019** - List included requests for mileage and/or meals for regular meetings for CCS, IRMA, ILA conference in October (including hotel costs), ICG meetings, IUPC meetings, McHenry Co. Library Directors and the NSLS Director's group. Motion to approve the Director's travel made by Sigsworth, seconded by Richmond. On roll call all ayes, motion approved. Migaldi abstained.

10. **Any and all other business the Board may wish to discuss** - Jake at the Village gave Diane some information about a builder who wants a waiver on impact fees. 7 lots in Lyon's Ridge would affect us if the impact fees were waived for an approximate loss of \$4500. We would gain it back in 2 years after the taxes are assessed as built (vs. lot price). Diane does not feel it's worth contesting it. Jan discussed Diane's goals and review. Goals for the year include employee relationships, strategic planning (for Diane and board), ensuring a balanced budget and checking in periodically on the goals through the year. Will schedule the director's review earlier in year before board members change in April/May. Jan will bring it up again next month when more of the board are present to discuss.

11. **Adjourn** - Motion to adjourn made by Richmond, seconded by Garvin. Meeting adjourned 7:40 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary