

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, October 10, 2019**

**MINUTES**

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:02 p.m. In absence of Teresa Sigsworth, Jean Ciura was secretary pro-tem.
2. **Roll call** - Present were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower and Jan Polep. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long, and Assistant Director of Public Services Mona Reynolds. Michael Del Valle of Lauterbach & Amen was also present.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting September 12, 2019** - The minutes from September 12, 2019 were reviewed. Motion made by Pinshower to approve the minutes, Garvin seconded. On roll call all ayes, Migaldi abstained.
4. **Communications**
  - a. **Lauterbach & Amen presentation of the FY 2018/2019 audit** - Michael discussed several points of the audit starting with the statement that the library received an unmodified opinion which is the highest level that can be given. On page 15 he reviewed the Balance sheets, on page 17 noted the change in fund balances (activity for the year) and on page 19 notes to financial statements required for items not in the balance sheets. On page 49 balance sheets on the special funds separate from the general fund. The Management letter noted the deficit in the special reserve funds based on our fund balance policy. Suggestion to move some funds to special reserve to keep with the fund balance policy; that was done at the Sept. 23, 2019 meeting.
5. **Treasurer's report** - Pinshower reported the month opened with a balance of \$2,265,063.18. The library received \$728,717.58 from McHenry County and \$44,027.27 from Lake County in property taxes, \$2,704.52 in Personal Property Replacement Taxes, \$35,306.25 for the 2018 Per Capita Grant. We also received \$2,000.00 from CCS for a RAILS support grant rebate. The month closed with a balance of \$2,981,782.43. Motion was made by Migaldi to approve the treasurer's report, Garvin seconded. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **September 2019** - Pinshower presented the board with bills, transfers and payroll totaling \$255,258.32. Larger bills included \$1,510.00 to Automatic Fire Systems for 2 repairs, \$10,720.00 to Lyngsoe Systems for the sorter maintenance renewal and \$8,279.91 to Bibliotheca for the self check and theft detection system maintenance renewal. Motion was made by Migaldi to pay the bills, Garvin seconded. On roll call all ayes, motion approve.

## 7. Statistics and Reports

- a. **September statistics** - Circulation is down 28% from last September but Diane is hearing through list serves that this is similar to other libraries. Hoopla statistics are increasing every month and the monthly snapshot of the usage was included in the packet. There were 55 passport applications processed and the annual fall 4<sup>th</sup> grade visits started again.
- b. **Dept. news** - Jennifer who is our Program Coordinator will be retiring Jan 3<sup>rd</sup>, we will be posting her job in-house first and if no one in-house interviews we will post it on RAILS. We want to do some transition between her and the new person.

## 8. Unfinished Business - No unfinished business was discussed.

## 9. New business

- a. **Discuss and accept the FY 2018/2019 audit** - there was no further discussion of the audit. Garvin made a motion to accept the audit, seconded by Pinshower. All ayes, acceptance approved.
- b. **Discussion and approval of Resolution No. 19-10-A a resolution determining amount of money estimated to be necessary to be raised by taxation for the 2019/2020 fiscal year** - This resolution needs to be approved before doing the annual levy next month. We are under the 5% threshold so we do not have to publish a black box this year. We will not be levying for Unemployment or Insurance because they are well funded at this time. Next year the TIF will expire and those funds will most likely put us over the 5% threshold to publish. Motion to approve Resolution 19-10-A made by Migaldi, seconded by Pinshower. On roll call all ayes, motion approved.
- c. **Discuss Serving our Public and Trustee Facts File chapters for Per Capita Grant** - Chapter 3 was reviewed; we comply with the standards. Signoffs for any changes to our personnel policy, staffing levels are sufficient, we have a salary schedule and job descriptions. We comply with EEOC and ADA requirements for hiring and we have a thorough hiring orientation process. We do performance appraisals, we encourage training and budget for training. We comply with state and federal laws that affect libraries and employers in general. For Chapters 11 through the appendix: we do not do all items included in there (like fundraising) but our Friends do raise funds for us through the book sale. For advocacy the board participates in legislative opportunities. Diane encouraged all of the board to sign up for an L2 account on the RAILS site to get the updates from the system. For Public Relations we don't have a formal PR policy but we do have our social media presence. All of the policies in the appendix are part of our policies. For continuing education Diane asked to have the trustees watch a webinar on strategic planning from the RAILS site and then we will discuss at the next meeting. There is also the option to watch some of the Short Takes RAILS has on their site which are 15 minutes long at a future board meeting.
- d. **Discuss the OpenGov product** - This product is being used by the Fox Valley Public Library District on their website and is always a visible place to see their statistics. Costs would be \$3,700.00 for a year which is a discounted rate. CCS will be creating a report that will import our statistics into this product. This would also aid in FOIA requests because some of the general information would be on this site. They do have a way to do surveys through this product too. Diane will send out a link to a webinar presentation on it.

**10. Any and all other business the Board may wish to discuss** - Jean asked for a possible timetable for the strategic plan. Diane will start asking for some proposals from the names she has sent out. Karen discussed the total replacement of the LED 2x2 and 4x4 fixtures that was paid for by the manufacturer after several fixtures failed. They are supposed to have a life of at least 10 years and some had failed within a year of the initial renovation project.

**11. Adjourn** - Motion to adjourn made by Pinshower, seconded by Migaldi. The meeting adjourned at 8:47 p.m.

Respectfully submitted,

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Assistant Director of Support Services

Reviewed by,

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Secretary