

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, December 12, 2019
7:00 p.m.

Minutes

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:02 p.m.
2. **Roll call** - Present were Library Trustees Jean Ciura, 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.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting November 14, 2019** - the minutes from the regular board meeting on November 14, 2019 were reviewed. Motion made by Sigsworth to accept the minutes, seconded by Ciura. Motion approved.
4. **Communications** - Article about the statement of economic interest and property ownership in the county, addendum about owning property. Only applies to county employees, not library trustees. Fox River Valley Library is going fine free as of January 1st, 2020. Invitation for the annual dinner for the Chamber in January.
5. **Treasurer's report** - In the absence of the Treasurer, Long presented the report. The library opened with a balance of \$2,867,174.48. Tax receipts from the 2 counties are almost complete for this year. Received \$15,615.79 from McHenry County and \$718.22 from Lake County. Received \$2,520.00 for processing 81 passports and received \$1,839.58 in interest for the investments in the library fund and \$88.52 for the special reserve fund liquid account. One more CD was purchased 12/11/19 for \$150,000.00 to mature on 1/8/2021 with interest of \$2,502.55. Rate of 1.54%. 2nd payment for the CCS LLSAP Support grant received totaling \$2,062.09. The Library ended the month with a balance of \$2,736,967.08. Motion made by Garvin to accept the treasurer's report, seconded by Ciura. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **November 2019** - Long presented the board with bills, payroll and transfers totaling \$259,677.83. Larger bills included \$2,460.00 for snowplowing on Halloween and the snowstorm in early November, quarterly payment of \$2,475.00 to Rob Zschernitz for IT support and \$2,739.00 to Shales McNutt for the drywall replacement. Motion made by Sigsworth to approve paying the bills, seconded by Richmond. On roll call all ayes, motion approved.

7. Statistics and Reports

- a. **November statistics** - Circ down 1.09% over same month last year. Downloadable materials circulating well except for One Click (RBDigital) which we are going to not renewing. One Click only has audiobook downloads and many of the titles are on other platforms.
- b. **Dept. news** - New Senior apartments were dedicated last week. We will be doing programs over there like we do for Three Oaks Assisted Living. Best Sellers Club is up to 49 patrons. Programs were well attended especially Turkey Bingo.

8. Unfinished Business

- a. **Discuss and choose a facilitator for the strategic planning process** - Diane had reached out to Jason and Scott about their thoughts on the 3 proposals. Jason said he like Amanda Standerfer's proposal and what she created for Indian Trails. Teresa liked the locality and background of Sarah Keister Armstrong and liked the experience of Amanda. Jean felt some details were missing from Victoria Cook's proposal. Jan had heard her speak at a program and felt she may be lacking the organizational skills and direction we are looking for. Jean had concerns with Sarah's proposal, felt Amanda's had more specifics in her timeline but questioned how she would deliver the survey portion. Diane reminded everyone we are planning to do survey's through the new OpenGov product we are purchasing. Jean would like to see what specific questions would be included in the survey's, how are questions phrased and the approach to the stakeholders. Diane was requested to submit the concerns voiced and bring that information back to the January board meeting.

9. New business

- a. **Review and accept the FY2019 Per Capita Grant** - Motion made by Garvin to accept the FY2019 Per Capita Grant, seconded by Sigsworth. On roll call, all ayes, motion approved.
- b. **Resolution 19-12-01 Notice of Appointment of Authorized Agent** - change from Diane to Karen. Motion to approve Resolution 19-12-01 made by Sigsworth, seconded by Richmond. On roll call all ayes, motion approved.
- c. **Resolution 19-12-02 Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings** - we have been doing this since 2000, IMRF wants the resolution to state we include this as earnings and have been doing so since 2000. Motion to approve Resolution 19-12-02 made by Garvin, seconded by Richmond. On roll call all ayes, motion approved.
- d. **Discuss and approve Director's travel reimbursements for January through June 2020** - Motion to approve the Director's travel reimbursements made by Sigsworth, seconded by Richmond. On roll call all ayes, motion approved.

10. **Executive session 5 ILCS 120/2(c)21 for semi-annual review of minutes** - Motion made by Garvin to go into executive session, seconded by Richmond. On roll call all ayes, motion approved. Meeting went into executive session at 8:16 p.m. Meeting resumed open session at 8:20 pm. Motion made by Richmond to release the minutes from June 13, 2019, seconded by Sigsworth. On roll call all ayes, motion approved.

11. Any and all other business the Board may wish to discuss - ILA Reporter article recommended by Jan.

12. Adjourn - Motion to adjourn made by Richmond, seconded by Sigsworth. The meeting adjourned at 8:24 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary