

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, March 12, 2020

MINUTES

1. **Call to order** – Library Board President Jan Polep called the meeting to order at 7:04 p.m.
2. **Roll call** – Present were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower, 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 on February 13(20) 2020 – correction to the date** the minutes from the February 20, 2020 meeting were reviewed. Motion made by Sigsworth to approve the minutes as corrected, seconded by Richmond.
4. **Communications-** LACONI Trustee banquet invite. Let Diane know if you wish to attend.
5. **Treasurer’s report** – Pinshower reported the month opened with a balance of \$2,290,485.21. Received \$172.87 from Lake County for back tax payments. Also received \$1,783.11 in interest. Ended month with balance of \$2,130,501.20. Motion to accept the Treasure’s Report made by Migaldi, seconded by Richmond. On roll call all ayes, motion approved.
6. **Approval of bills:**
 - a. **February 2020** – Pinshower presented the board with bills, payroll and transfers totaling \$287,592.18. Larger invoices included \$2,455.00 to LANSNO for snowplowing, \$1,195.00 for the Peek-a-book renewal, \$2,400.00 to A Leon Landscaping to order mulch and the quarterly payment of \$2,475.00 to Rob Zschernitz for IT consulting. Motion to approve paying the bills made by Migaldi, seconded by Richmond. On roll call all ayes, motion approved.
7. **Statistics and Reports**
 - a. **February statistics** – Downloadable materials circulation continues to be good even with dropping RBDigital. Study room use steady, 98 passports processed.
 - b. **Dept. news** – Karen’s report from PLA is included. Review of Diane’s goals for FY19/20. 1. Organize and weed files 2. Strategic planning timeline 3. Staffing and succession planning. She is also working on E-Rate application for upcoming fiscal year, the new OpenGov product, and will begin budgeting and reviews.
8. **Unfinished Business** – no unfinished business was discussed.

9. New business

- a. Discuss emergency plans** – Covid-19 is beginning to cause libraries to close or have suspended programs. Some are removing toys from play area or moving furniture to create social distance space. Sick leave policies are also being discussed, how generous, how liberal. As of this morning we would like to try to stay open, not cancel programs and we will continue to clean as we do with daily sanitizing of patron hard surfaces, touch points. Offer wipes for patrons to use (keep at desk) with signs to come ask for one. Go through the protocols we have for emergency weather closings if things get worse. Discussion about paying staff who don't get benefits could get paid if asked to self-quarantine. Management Team will meet Monday morning to revisit closing the library.
- b. Discuss trustee emails** – so that board members do not have to use their personal emails for library business. Diane wants to establish individual emails in the library Gmail accounts. Mostly for FOIA purposes.
- c. Strategic Plan update** - staff have been involved with strategic planning. 3 focus groups being conducted the next 2 weeks. Board retreat will be on April 4th from 9 to 1.

10. Any and all other business the Board may wish to discuss – Tom explained what Mt Prospect is doing for the pandemic, Allison said Wauconda school districts are also discussing whether they would close or not.

11. Adjourn – motion made by Migaldi to adjourn, seconded by Pinshower. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary