

CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

Thursday, April 9, 2020

Cary Area Library - Meeting Room/Virtual Locations

In order to follow the State of Illinois' stay-at-home order, the Cary Area Public Library's Board of Trustees held a virtual meeting to perform essential business. In lieu of in-person public comments, participants may submit questions or comments via the chat function of the Zoom meeting software or in advance to libraryboard@caryarealibrary.info prior to the meeting.

Minutes

1. **Call to order** – Library Board President Jan Polep called the meeting to order at 2:02 pm
2. **Roll call** – Present via Zoom were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, 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. No members of the public called in.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting March 12, 2020** – the minutes from March 12, 2020 were reviewed. Motion made by Migaldi to accept the minutes, Garvin seconded.
4. **Communications** – IPrime letter. FOIA request this week.
5. **Treasurer's report** - In the absence of Pinshower, Long presented the report. The library opened the month with a balance of \$2,130,501.20. Received \$172.87 from Lake County for back taxes and \$1,056.00 from Oakwood Hills for impact fees between January 2018 and December 2019. Received \$1,855.00 in passport fees for the processing from March 1 to 16th. The month closed with a balance of \$2,001,117.83. Migaldi questioned if the current funds include the taxes received for the year which Long answered in the affirmative. Motion to approve the Treasurer's Report made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **March 2020** – Long presented the board with bills, transfers and payroll totaling \$227,923.36. Larger bills included \$2,500.00 to A Leon Landscaping for mulch, \$432.00 to Automatic Fire Systems for the sprinkler inspection, \$492.50 to Combined Roofing Services for the roof inspection and \$2,289.06 to Sterling Services for the carpet cleaning and additional chair cleaning. Motion to approve paying the bills made by Migaldi, seconded by Richmond. On roll call all ayes, motion approved.

7. Statistics and Reports

- a. **March statistics** – Due to the pandemic the library was only open half of the month from March 1 to 16th. Processed 51 passports. 1198 patrons voted during early voting, approximately 600 on election day. Returns are coming in via the book drop, the items get put on a cart and left for 3 to 4 days before being checked in. Patrons park in the lot to use WI-FI, meeting other patrons or using it to go walk the trails. Screenshot of items being used from the library homepage before and after closing. Mailing patrons seed packets requested through the website. There were over 100 orders in first 4 days. 63 going out today; rest will go out next week.
- b. **Dept. news** - staff are working on what they can do from home; viewing webinars, some selectors will be creating order carts for tech to submit the orders. The required sexual harassment and autism webinars will be done.

8. Unfinished Business

- a. **Strategic Plan update** – focus group information has been sent to Amanda; the learning report is almost ready but will have to wait until we can schedule the retreats. Migaldi questioned whether we could try to do the retreat virtually and not wait to reopen.

9. New business

- a. **Discuss impacts to cash flow management** – what would the impact be if we don't receive the property taxes in the next several months? Diane believes it would not be as much of an impact now but next year. McHenry County has verified the levy information and are beginning to process. there are certificates of deposit coming in each month to cover payroll and building expenses until next November.
- b. **Discuss mitigation strategies to avoid non-payment of liabilities including but not limited to asset management, capital expenses, deferred maintenance and other project and potential staff furloughs, layoffs, compensation adjustments, etc.** - Should we stop ordering books? Currently we can order from Ingram and Baker & Taylor and they are willing to hold the shipments and payments. Try to not order non-essential items until we get back open. Have a special meeting at the end of April to see where the state is at on Tuesday April 28th at 3:00pm.

10. **Any and all other business the Board may wish to discuss** – Tom, Allison and Teresa detailed the impacts at Mt. Prospect and the schools with kids at home.

11. **Adjourn** – Motion made by Sigsworth, seconded by Migaldi to adjourn the meeting. The meeting adjourned at 3:09 p.m.

Respectfully submitted,

Reviewed by,

Assistant Director of Support Services

Secretary

