

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, May 14, 2020  
Cary Area Library  
VIRTUAL LOCATION**

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](mailto:libraryboard@caryarealibrary.info) prior to the meeting.

**Minutes**

1. **Call to order** – Library Board President Jan Polep called the meeting to order at 7:03 p.m.
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. Also present via Zoom was Scott Harrod of Kildeer.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting April 9, 2020** - the minutes from the regular board meeting on April 9, 2020 were reviewed. Motion made by Sigsworth to approve the minutes, seconded by Garvin.
  - b. **Special Board meeting April 28, 2020** – the minutes from the Special Board meeting on April 28, 2020 were reviewed. Motion made by Migaldi to approve the minutes, seconded by Richmond. Ciura abstained.
4. **Communications** – Our E-rate application for FY 20/21 was approved for \$5,700.00 for internet (same as this year). This year we also requested E-rate for replacement Wi-Fi equipment and will receive \$9,097.25 (1/2 of cost).
5. **Treasurer's report** - In the absence of Pinshower, Long presented the Treasurer's Report. The month opened with a balance of \$2,001,117.83. Tax receipts from Lake County will begin on May 21<sup>st</sup> and McHenry County receipts will begin June 1<sup>st</sup>. We received \$150 for being a polling place in March. Other income received was \$245 for passports processed in March. We are also receiving \$903.14 each month from Jennifer Reopelle for health insurance. One CD was deposited from PMA and the interest was \$1,432.57 on the \$100,000 CD. Month ended with a balance of \$1,888,841.94. Motion to approve the treasurer's report made by Migaldi, seconded by Sigsworth. On roll call all eyes, motion approved.

## 6. Approval of bills

- a. **April 2020** – Long presented the board with bills, transfers and payroll totaling \$242,519.63. Materials from Baker & Taylor, Ingram and Gale received in March totaled \$1,813.88. Some program payments issued for February, March and April were voided and new ones issued for upcoming virtual programs: Erica Reckamp (\$450.00), Gary Midkiff (\$150.00) and Martina Mathisen (\$100.00). Also renewed the Swank license for movies for \$427.00. Motion to approve paying the bills made by Migaldi, seconded by Sigsworth. On roll call all ayes, motion approved.

## 7. Statistics and Reports

- a. **April statistics** – Statistics are off due to closing with a 14% decline from same month last year. Digital items are only checkouts and website statistics were included. Some check-ins recorded as items were returned and then quarantined. No RAILS delivery for month. Ancestry had the most use. March 2019 had 560 searches and March 2020 had 1528 searches. April 2019 had 311 searches, April 2020 had 7504 searches.
- b. **Dept. news** – staff working from home have been doing the required harassment training, will be doing PPE training from RAILS. More Zoom licenses have been purchased for programming and Book an Expert.

## 8. Unfinished Business

- a. **Annual Intergovernmental Agreement for driveway** – we approve this every year to allow the school district to use our back driveway and maintain it.

## 9. New business

- a. **Discuss and approve phased re-opening plan** – would like to start offering curbside pickup on June 1<sup>st</sup>. That would mean we would need to start getting staff in prior to June 1<sup>st</sup>. We need to get the book orders delivered and processed along with the rest of the returns to get shelved after quarantined to be available for curbside pickup. Jean asked for clarification about the pickup process. Discussed how staff will work in the spaces and how many will be scheduled at a time. We are going to continue to pay staff for their regular scheduled hours. They will work at least work 50% of their hours in the library and continue work at home for remainder through end of June. Ciura made a motion to approve the library's essential service under Phase 1 of the library's Re-Opening Plan with its ability to make changes as needed or reverse the plan, if based on Management Team's recommendation, the Board deems it necessary. Motion seconded by Sigsworth. All in favor. Motion is approved.

**b. Discuss and approve going fine free** – Patrons do not pay fines but they are charged for the book after 45 days (including the processing fee). Card gets blocked at that point until the materials are returned or paid for. We will be manually removing existing fines off patron accounts and we can have staff start doing that in the next few weeks. This would officially take effect July 1<sup>st</sup>. Certain items like Library of Things, STEM kits and theme kits will still have fines due to their price. Motion to approve going fine free made by Garvin, seconded by Migaldi. On roll call all ayes, motion approved.

**10. Any and all other business the Board may wish to discuss** – Decision to schedule a meeting for the end of the month in case things in the state change related to the pandemic. Also need to have a budget meeting before next board meeting. Tom asked on status of strategic plan, we will have to wait to schedule the retreat. We can do it virtually but Diane would like to wait until we get other things scheduled. Jan viewed the ILA Trustee webinar today. The evaluation for Diane is being mailed to board members and they will mail it back to Jan.

**11. Adjourn** – motion to adjourn made by Sigsworth, seconded by Ciura. 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