

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, June 11, 2020

7:00 pm

Corrected 7/9/2020

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 7:00 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 May 14, 2020** - the minutes from the May 14, 2020 meeting were reviewed. Motion made by Ciura to approve the minutes, seconded by Migaldi. Pinshower abstained.
 - b. **Finance Committee meeting June 4, 2020** - the minutes from the Finance Committee on June 4th, 2020 were reviewed. Motion made by Pinshower to approve the minutes, seconded by Sigsworth. Garvin abstained.
4. **Communications** – no communications were reported.
5. **Treasurer's report** – Pinshower reported that the library opened with a balance of \$1,888,841.94. Lake and McHenry Counties have begun to send in tax receipts that will reflect after July 1st, 2020. CCS sent last grant payment for \$12,000; \$2,062.11 was the 4th payment of the LLSAP grant and \$10,000 from a Development Fund Rebate. Library ended the month with a balance of \$1,897,098.19. Motion to accept the treasurer's report made by Garvin, seconded by Migaldi. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **May 2020** – Pinshower presented the board with bills, transfer and payroll totaling \$200,291.09. Larger bills included \$5,385.56 to Ebsco for the Flipster renewal and the Consumer Reports Database. The accumulated Ingram orders totaled \$13,529.97 along with \$2,567.81 to Midwest Tape. Motion made by Sigsworth to approve paying the bills, Migaldi seconded. On roll call all ayes, motion approved.
7. **Statistics and Reports**
 - a. **May statistics** – Missing the Flipster figures but overall the circulation is still down from being closed for the pandemic. 32 new resident cards that were temporary cards, from online applications, were converted to regular cards. Sue J. picked up all the items held by the homebound patrons and began taking materials to them again this week. There were 41 "Contact Us" requests, 3 Book an Expert sessions and some virtual programs.
 - b. **Dept. news** - Now that staff are back in the building, we are beginning to record some more programs to stream live or watch afterwards. Curbside pickup began and we'll have the full statistics next month. First day had 121 pickups, 2nd day had 90 and it has

tapered off. Total pickups is 638 for the first 11 days (not items). More items being returned and there are 14 bins plus 10 boxes of materials to go back when RAILS will begin to pick up items on the 18th of June. Regular delivery will resume on June 29th but only to return items belonging to other libraries. No holds to be sent or received from other libraries until after the CCS July Board meeting.

8. **Unfinished Business** – no unfinished business was discussed.

9. **New business**

- a. **Discussion and Approval of Ordinance 20-06-01 Setting Schedule of regular meetings** – annual ordinance setting all board meetings as the 2nd Thursday of the month. Motion to approve Ordinance 20-06-01 made by Pinshower, seconded by Sigsworth. On roll call all ayes, motion approved.
 - b. **Discussion and Approval of Ordinance 20-06-02 Appointing Attorney** – annual ordinance appointing Robert W. Smith as the library attorney. Motion to approve Ordinance 20-06-02 made by Garvin, seconded by Migaldi. On roll call all ayes, motion approved.
 - c. **Discussion and Approval of Ordinance 20-06-03 Appointing Auditor** – annual ordinance appointing Lauterbach & Amen as the library auditing firm. Motion to approve Ordinance 20-06-03 made by Sigsworth, seconded by Pinshower. On roll call all ayes, motion approved.
 - d. **Discussion and Approval of Ordinance 20-06-04 Appointing Bookkeeper** – annual ordinance appointing AMCO Services as the library bookkeeper. Motion to approve Ordinance 20-06-04 made by Ciura, seconded by Sigsworth. On roll call all ayes, motion approved.
 - e. **Discussion and Approval of Resolution 20-06-A Authorizing Public Library District Non-Resident Cards** – Annual resolution to authorize the library to issue non-resident cards. Motion to approve Resolution 20-06-A made by Garvin, seconded by Migaldi. On roll call all ayes, motion approved. May have to change this resolution if the bill sitting on the governor's desk gets approved. This would automatically give children with free and reduced status free access.
 - f. **Call for nomination of officers** -*Migaldi nominated Polep for President, Sigsworth nominated Migaldi for Vice president, Garvin nominated Pinshower for Treasurer and Sigsworth for Secretary.*
 - g. **Election of officers** – Slate of Jan Polep as President, Scott Migaldi as Vice President, Jason Pinshower as Treasurer and Teresa Sigsworth as Secretary was proposed. On roll call all ayes, motion approved.
10. **Executive Session 5 ILCS 120/2(c)21 for semi-annual review of minutes and 5 ILSC 120/2 (c)1 performance and compensation of the library director.** Motion to go into executive session made by Migaldi, seconded by Garvin. The meeting went into executive session at 7:32 p.m. Migaldi motioned to resume regular session, Garvin seconded it. On roll call all ayes, motion approved. The regular session meeting resumed at 8:50 p.m. Board discussion about the Director's review and compensation included a potential bonus to be paid later in the year, if funds are available and received, in lieu of a raise for the director. They appreciated and valued her leadership especially during the pandemic. Motion to approve and release the minutes from Dec 19th, 2019 to the public made by Migaldi, Sigsworth seconded. On roll call all ayes, motion approved.
11. **Any and all other business the Board may wish to discuss** - Diane presented a draft of an anti-racism statement and Mona is in the process of developing an Equity, Diversity and Inclusion (EDI) committee to work on ways to support the community. This will be posted on our social media platforms in the next week. Proposed Phase 2 of the library reopening draft was discussed. Board agreed to begin phase 2 on July 6th unless something changes with the state

reopening plan. Received our award letter from the Illinois State Library for our Per Capita Grant with no date as to when we will get the funds.

12. **Adjourn** – motion to adjourn made by Migaldi, seconded by Sigsworth. Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary