

CARY AREA PUBLIC LIBRARY DISTRICT – BOARD MEETING

Committee of the Whole

Finance

Tuesday, June 23, 2020

Corrected 7/9/2020

In order to comply with limited attendance in Phase 3 of *Restore Illinois*, 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 in advance to libraryboard@caryarealibrary.info prior to the meeting, but no later than 5:45 pm on the day of the meeting.

Minutes

1. **Call to order** - Chair Jason Pinshower called the meeting to order at 6:03 p.m.
2. **Roll call** – Present virtually were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower, Allison Richmond, Teresa Sigsworth and Jan Polep in person. Also present were Executive Director Diane McNulty, *Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds.*
3. **Discuss budget draft 2 for FY 2020-2021** – 4 different budget options were sent prior to the meeting. Differences to budget options were based on salaries: 1st is no salary increase, 2nd is only minimum wage increase and HR source salary scale increase, 3rd is minimal salary increase at midyear and 4th is full increase of salaries. Update to IT budget (line 4715) will be reduced by \$7200 from second draft. Four of the staff do have to be increased for the minimum wage requirements but that causes compression (impacts other staff with longer service). All 4 of the draft proposals are within the estimated revenue projections. Scott questioned what affect would deferring the increases to January? Rough estimate of \$16,000 savings. Karen spoke to auditor and he stated that the general fund has a good cushion to fill in if there is a shortfall. We consistently roll over \$100,000 to \$150,000 each year from budget year end to the general fund and even if we only received half of our tax receipts we have sufficient funds in the general fund to cover it. Karen also provided an update to taxes received so far in May and June compared to last year along with the balance in PMA and 5/3 accounts. Scott proposed in lieu of a raise give a bonus to those staff who went above and beyond during the pandemic closure. Tom suggested giving an increase to those who did work while closed, defer the PS 1 & 2's raises to January. Raises were between 1 to 2% if not needed for the minimum wage or HR Source salary adjustment. Current CPI is 2.3%. Jean asked what is the difference in the costs involved for each of the different salary scenarios. Tom reminded the board that the money we have in the Library Fund can be used; we have already levied for it and received it.

Diane did a quick calculation; the HR source only adjustment is \$17,500, regular increase \$32,000 (with both the HR source adjustment & minimum raise budget). Jan reminded everyone that we still have to maintain some increase because of the \$15 minimum wage in 5 years. How many in each pay grade, what the 1-2% raise would be for each grade (by each .5%). How much for the group deferred to January 1 vs those who would

receive an increase July 1st? (All scenarios requested by the board from Diane for next meeting).

4. **Any and all other business the Board may wish to discuss** - a meeting was scheduled for July 2nd at 6:00 p.m. to further discuss the salary portion of the budget.
5. **Adjourn** – motion to adjourn made by Migaldi, seconded by Sigsworth. The meeting adjourned at 7:10 pm.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Chair