

# CARY AREA PUBLIC LIBRARY DISTRICT – BOARD MEETING

## Committee of the Whole

### Finance

Thursday, June 4, 2020

6:00 p.m.

In order to comply with limited attendance in the 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 comments, participants may submit questions in advance to [libraryboard@caryarealibrary.info](mailto:libraryboard@caryarealibrary.info) prior to the meeting, but no later than 5:45 p.m. on the day of the meeting.

## MINUTES

1. **Call to order** - Committee Chair Jason Pinshower called the meeting to order at 6:06 p.m.
2. **Roll call** – Present via Zoom were Library Trustees Jean Ciura, Scott Migaldi, Jason Pinshower, Jan Polep 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. **Discuss the preliminary budget for FY 2020-2021** – McNulty began with the proposed estimated income. McHenry & Lake Counties have confirmed the finalized tax numbers. Replacement tax is projected to be lower due to less retail sales tax. Interest for investments is lower, not knowing what rates for upcoming investments that will be purchased in the fall. Going fine free mostly eliminated the line but leaving \$100 in for items like the hot spots and Library of Things that will still have a fine. Copy and fax down due to being closed. Meeting room fees for elections, 3 are scheduled but only budgeting for 1 if they do in person elections. No changes to the Miscellaneous, Lost & Paid, Non-Resident, Per Capita Grant, Misc. Grants and Gifts & Memorials lines from last year. E-rate is up due to a proposed equipment purchase, in addition to the internet discount. Passports income reduced since we do not know when we will be accepting them again. Total estimated income is \$2,165,487.41. Allison Richmond joined the meeting at 6:14 p.m. Comments included: Migaldi proposed trying to have a zero increase levy for this coming year and base the budget on that figure. Perception to the community that we are trying to not add to their taxes, especially with the unemployment and higher EAV assessments for this year. Ciura referenced a Chicago Tribune article about museums and city zoos laying off staff. Polep is also concerned that while we may get our taxes this year we may not next year. Pinshower mentioned that we will be busy when we do reopen helping all those looking for work. McNulty also reminded the board that a zero levy this year can affect how much we receive in the next year's levy. And that a TIF will be coming due in the next year and we would have to levy to capture the funds from that: those do not affect the homeowner's taxes.

Discussion about the proposed budget – areas where we have reduced: conferences that will be virtual and less expensive. Trustees decided to cut their training budget. Realignment of some downloadable products and databases added to 4715-01, as cloud services, so that number is higher but not the same items included as last year. Not replacing public computers, but key staff related ones. Hardware costs are \$8800 for new firewall, cloud controller software and wireless access points. With E-rate approved for those items it will be \$4400. Software costs will be more than the hardware purchases. For the Building Liability fund, we have money at IRMA and also in the fund but have to keep \$20,000 for deductible. Raised the unemployment rate in anticipation of an increase that is not known until December. Salary and insurance are not finalized. Proposing either 2% or 3% raises along with some minimum wage increases; have to be at \$11 by January 1<sup>st</sup> 2021. Some shifting in the materials lines; more for digital items but taken from the print materials. Have to finish strategic plan and leave some funds for the completion of that project since it will not be finished in current budget.

4. **Any and all other business the Board may wish to discuss** – Diane would like to have another budget meeting closer to the end of month. Meet on the 23<sup>rd</sup> of June at 6:00 p.m. and approve budget on July 8<sup>th</sup> at the regular meeting. Asked about next Thursday for regular board meeting; with all the resolutions and an executive session do in person or virtually? Decision to do virtually and get signatures after the meeting by President and Secretary. Teresa asked Diane to thank the staff for all the hard work to get curbside pickup up and running.
5. **Adjourn** – the meeting adjourned at 7:12 p.m.

Respectfully submitted,

---

Assistant Director of Support Services

Reviewed by,

---

Chair