

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, March 11, 2021**

**Minutes**

1. **Call to order** - Library Board Vice President Scott Migaldi called the meeting to order at 7:01 p.m. In the absence of Sigsworth, Garvin was secretary Pro-tem.
2. **Roll call** - Present via Zoom were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower, Jan Polep and Allison Richmond. Present in the library were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long, Assistant Director of Public Services Mona Reynolds and visitor Christina Rank.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting February 11, 2021** - the minutes from the regular board meeting on February 11, 2021 were reviewed. Motion to approve the minutes made by Garvin, seconded by Polep. On roll call all ayes, motion approved. Pinshower and Richmond abstained.
4. **Communications** - Diane will be attending the Roundtable Luncheon hosted by the Cary Grove Chamber next week.
5. **Treasurer's report** - Pinshower reported we opened the month with a balance of \$2,540,888.53. Received Impact fee of \$1,920.00, the final tax distribution from McHenry County of \$10,437.72, Personal Property Replacement Tax of \$2,683.38, \$19,992.22 for the ongoing CCS Grant and \$624.34 the remaining CARES act. Closed the month with a balance of \$2,403,558.42. Long discussed the change for McHenry County tax deposits to go directly to PMA vs. Fifth/Third bank. Motion made by Garvin to change the deposits for McHenry County to go directly to PMA Investments, Pinshower seconded. On roll call all ayes, motion approved. Motion made by Richmond to approve the treasurer's report, seconded by Ciura. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **February 2021** - Pinshower presented the board with bills, payroll and transfers of \$292,508.24. Paid \$4,905.00 to LANDSNO for multiple salt and plowing, Carey Electric \$1,800.00 for light fixture repairs, Rob Zschernitz quarterly fee of \$2,475.00 and Ingram invoices totaling \$6,493.24. Motion made by Garvin to pay the bills, Richmond seconded. On roll call all ayes, motion approved.
7. **Statistics and Reports**
  - a. **February statistics** - February 2020 was last full month open prior to the COVID shutdown. February 2021 circulation was only down 15% from February 2020. February 2021 had 3 weeks open and 1 week of only drive up pickup service available.
  - b. **Dept. news**

- c. **Strategic Plan Report** - This is the new monthly report for items related to the Strategic Plan that will include updates on what has been done. Staff culture assessment was done with the staff in February.

## 8. Unfinished Business

- a. **Discuss executive Director Evaluation tool** - as discussed last month Jean had revised a director's review tool and all board members were to review that document to discuss and approve tonight. Jean questioned whether to have a quarterly form or report done in addition to the annual review. Scott said he had suggested meeting 4 times a year to touch base on the goals and any changes to the director's goals. Grading scale questioned by Jean, would 3 categories be enough? Scott didn't feel that a numerical score is necessary for the director. After discussion on both views it was decided to use numbers this year but focus on the comments. Can discuss further for next year. Challenge is for the President to summarize the 7 board members comments to present to Diane. Diane suggested if this was presented in open session with her present then it could be easier for all to discuss comments and concerns with her. Decision to be sent as a Word document emailed to Jan she can cut and paste into one document for presentation. Motion to approve the changes to the director's review, remove the numbers and go to categories made by Pinshower, Polep seconded. On roll call all ayes, motion approved. Jan will send the review tool and Diane's goals for FY 20/21 to everyone. She will present the review at the April meeting.

## 9. New business

- a. Discuss and approve retaining current auditors for three additional years – We are completing the 2<sup>nd</sup> three-year term with Lauterbach and Amen. Diane will get the pricing for the next 3 years. Not looking to make a switch at this time but will discuss going out to bid when the next three-year term is up.
- b. Discuss library culture – Diane presented the current culture vs. desired culture that was based on a 3-word survey from the staff. Larger words were used more often than the smaller sized words. We will use this to build a culture code statement and will be discussing the culture statement with the staff at the April 2<sup>nd</sup> staff meeting.
- c. Discuss and Approve Building Plan –we are required to have a Capital Plan resolution to use funds from Special Reserve. This is the first step to make the plan public, it was posted in the newspaper. The full resolution will be approved next month. Appropriated \$300,000 in this year's Budget & Appropriation Ordinance to cover the expenses. There will be firmer figures in the actual resolution. Replacement of the humidification units were rolled over from the last Capital Plan; the parking lot gets sealed every 2 years and it needs some minor repairs. Motion to approve Resolution 21-3-A made by Garvin, seconded by Pinshower. On roll call all ayes, motion approved.
- d. Budget & Appropriation Ordinance - In addition to the above resolution there will be a revised Budget & Appropriation Ordinance. We need to revise it to be able to spend the funds received from the CARES grants. That will be approved at the April meeting.

**10. Any and all other business the Board may wish to discuss** - News about Dr. Seuss Enterprises not publishing several Dr. Seuss books. We pulled our copies off the shelf to keep them from being sold online, not as a censorship issue. Will be discussion options at the next Management team on what to do with them.

**11. Adjourn** - Motion to adjourn made by Pinshower, seconded by Ciura. The meeting adjourned at 8:38 p.m.

**Respectfully submitted,**

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**Assistant Director of Support Services**

**Reviewed by,**

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**Secretary**