

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, December 10, 2020

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, Allison Richmond and Teresa Sigsworth. Present in the library were Board President Jan Polep, Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds. Absent was Jason Pinshower.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting November 12, 2020** - the minutes from the November 12, 2020 regular board meeting were reviewed. Motion made by Garvin to approve the minutes, seconded by Sigsworth. On roll call all ayes, motion approved.
4. **Communications** - No communications were presented.
5. **Treasurer's report** - Long presented the report due to the absence of Pinshower. The library opened with a balance of \$3,065,576.66. Received \$8,800.40 in tax receipts from McHenry County and \$2,662.04 from Lake. \$8,419.54 was received as part of the State CARES Act grant. The CCS grant from RAILS is continuing this year and the quarterly payment received was \$1,922.22. As mentioned at the November meeting \$498,900.00 of the Special Reserve funds at PMA were used to purchase some CD's to mature in FY2021/2022. The month closed with a balance of \$2,917,779.71. Motion made by Migaldi to accept the treasurer's report, seconded by Garvin. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **November 2020** - Long presented the board with bills, payroll and transfers totaling \$282,200.17. Larger bills included \$8,279.91 to Bibliotheca for the annual maintenance renewal on the self-checks and RFID equipment, \$2,475.00 to Rob Zschernitz, \$2,925.00 to Creekside Publishing for the newsletter and \$1,075.00 to Combined Roofing for repairs noted in the fall inspection. Motion made by Migaldi to approve paying the bills, seconded by Sigsworth. On roll call all ayes, motion approved.
7. **Statistics and Reports**
 - a. **November statistics** - Circulation for November was up .55% compared to November 2019. First month of positive percentage since COVID has impacted our services.
 - b. **Dept. news** - Diane and Mona have been interviewing for the Community Engagement Liaison position this week.
 - c. **Current library services** - Closed on Nov. 23rd to public but are keeping drive up services and phone reference. We will allow Crystal Lake patrons to pick up their holds while their library is closed for renovations. Front lobby is open for returns, newspaper pickup, Toys for Tots drop off and the craft programs take and make bags. Diane will be in the lobby accepting petition packets on the morning of Dec 14th.

8. Unfinished Business

- a. **Review and discuss *Serving Our Public* chapters 7-13 and appendices** – the chapters and appendices were discussed.
- b. **Strategic Plan follow-up** - The activity plan to go with the goals of the three strategic directions was determined by the committee and suggestions from Amanda from the focus groups. Next step will be who will be doing the specific activities and assign a timeline for each activity. Committee will meet again in Mid-January. New Community Engagement person will be tasked with some of the special population related activities. Jean questioned “who” owns the activity and with a timeline will there be a due date? Teresa explained that some items may not have a specific due date because it will be ongoing, COVID will impact with some of this outreach to meet with these groups.

9. New business

- a. **Semi-annual review of closed session minutes in compliance with 5 ILCS 120/2.06** - Motion made by Migaldi per 5 ILCS 120/2.06 to move the minutes from the June 11, 2020 executive session to open session for the purpose of review and release to the public, seconded by Sigsworth. All ayes, no nays. Motion approved. The minutes from June 11, 2020 were reviewed. Motion to approve the minutes made by Migaldi, seconded by Garvin. All ayes, no nays. Motion approved.

10. Any and all other business the Board may wish to discuss - Teresa gave praise for the recent cover of the newsletter.

11. Adjourn - motion to adjourn made by Sigsworth, seconded by Garvin. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary