

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Thursday, February 11, 2021

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m.
2. **Roll call** - Present via Zoom were Library Trustees Jean Ciura, Tom Garvin and Scott Migaldi. Visitor Christina Rank was also present via Zoom. Jan Polep and Teresa Sigsworth were present in the library. Also present in the library were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds. Absent – Jason Pinshower.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting January 14, 2021** - the minutes from the regular board meeting on January 14, 2021 were reviewed. Motion made by Garvin to accept the minutes, Migaldi seconded. On roll call all ayes, motion approved. Sigsworth abstained.
4. **Communications** - McNulty introduced Christina Rank, she is running for one of the open board positions in the April election. Legislative Meet-Up on Monday morning, Jan and Jean attending with Diane (virtually). Chamber Roundtable Luncheon in March is still unclear whether it's zoom or in-person. Chamber has some new initiatives to encourage the community to "Keep it local". Turn in receipts from local businesses to win gift cards.
5. **Treasurer's report** - in the absence of Pinshower, Long presented the treasurer's report. The month opened with a balance of \$2,658,788.59. The library received \$14,368.60 in McHenry County tax receipts and \$1,705.74 from Lake County. Interest received was higher due to a \$150,000 CD that was redeemed with 1.54% interest totaling \$2,502.55. Current CDs held are in the .05% to .16% range. Impact fees of \$1,920.00 and \$150.00 for use of the meeting room for the Nov. election were also received. Month closed with a balance of \$2,540,888.53. Motion made by Sigsworth to approve the Treasurer's report, seconded by Migaldi. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **January 2021** - Long presented the board with bills, payroll and transfers totaling \$336,442.70. Larger bills included the quarterly payment to Cooperative Computer Services for \$15,118.68, annual maintenance renewal for the HVAC controls to Integrated Control Technologies for \$3,400.00, renewal for OpenGov for \$2,675.00, annual maintenance for the building HVAC to Sherman Mechanical for \$9,367.95 and \$4,400.00 for the snow plowing and salting for December through New Year's weekend. Motion made by Migaldi to approve paying the bills, seconded by Ciura. On roll call all ayes, motion approved.

7. Statistics and Reports

- a. **January statistics** - change to reciprocal borrowing number recorded on the report, items should be 360. January gate count for lobby was for newspaper, pickup of Take & Make kits and dropping off materials. Circ was down with only drive-up available and lots of snow this month. 120 Take and Make kits picked up.
- b. **Dept. news** - virtual programming doing well.
- c. **Current library services** - reopened the building on February 8th. Door count for first 3 days: Monday 103, Tuesday 120 and Wednesday 87. Staying open until 8:00 p.m. Monday through Thursday.

8. Unfinished Business

- a. **Discuss executive director evaluation tool** - discussed some examples shared after the last meeting. Reminder that with upcoming election of board members this has to be done to be used for Diane's review at the April meeting (or May at latest). Jean edited the Park Ridge version from last meeting working off 6 examples. Teresa liked that the Strategic Plan was included as part of the review since that was major part of Diane's job last year. Jean suggested monthly agenda item to visit evaluations of programs (from SP). Diane suggested all board members review this version, add/delete items and bring it back next month to finalize. Jan is willing to pick this one and try it for this year. Jean also pointed out that this last year was so different due to COVID some parts may not be applicable. Scott pointed out that either meets or exceeds are sufficient for a director's review; doesn't see the need for 5 categories for scoring. Also do more of a quarterly check going through the year instead of just one point in a year to review what the director is doing. Diane made 2 suggestions to the process: Not have all comments be anonymous so that Diane could directly address any issues or clarify. Also do the review in open session vs. closed session so that Diane could also address items on the review.
- b. **Cards for kids and e-resources for non-residents** – discussed a few months ago these 2 items are proposed legislation and on a list of talking points for the Legislative Meet-up on Monday. Cards for Kids would require us to issue a card if a child is eligible for free lunch at school but lives outside of our district. If a card was requested we would give the child a free card; not the parent. E-resources for non-residents; it would be up to us whether we offer it. Requirement would be that we would offer the e-resources free of charge but not require the person to pay for a non-resident card. Some of the databases are based on population and adding the non-residents could increase the costs.

9. New business - no new business was discussed.

10. Any and all other business the Board may wish to discuss - no other business was discussed.

11. Adjourn - motion to adjourn made by Migaldi, seconded by Garvin. The meeting adjourned at 8:04 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary