

# CARY AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING

Thursday, July 8, 2021

7:00 p.m.

### MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:02 p.m.
2. **Roll call** - Present were Library Trustees Tom Garvin, Scott Migaldi, Jan Polep, Christina Rank 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. Member of the public Jaime Gudino.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting June 10, 2021** - the minutes from the board meeting on June 10, 2021 were reviewed. Correction noted by Long that the word "Agenda" was on the minutes, correction should be the word "Minutes". Motion made by Migaldi to accept the minutes as amended, seconded by Garvin. On roll call all ayes, motion approved.
  - b. **Committee of the Whole Nominating meeting June 10, 2021** - the minutes from the Committee of the Whole Nominating meeting on June 10, 2021 were reviewed. Motion to accept the minutes made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
4. **Communications** - Secretary of State Per Capita Grant letter received. Funds to be deposited later this year.
5. **Treasurer's report** - In the absence of Pinshower, Long presented the Treasurer's Report. The month opened with a balance of \$2,067,866.37. The library received Personal Property Replacement Tax in the amount of \$5,837.99. Property taxes of \$47,802.39 from Lake County and \$977,773.10 from McHenry County. Passport processing fees received were \$1,610.00. Financial statement shows end of year totals. The month ended with a balance of \$2,889,605.11. Motion to accept the treasurer's report made by Migaldi, seconded by Garvin. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **June 2021** - Long presented the board with payments, payroll and transfers totaling \$314,335.88. Paid end of year bills for materials including \$2,716.17 to Baker & Taylor and \$4,040.67 to Ingram. Paid \$3,920.00 to Carey Electric for the new outside light by the drive up and \$1,179.00 to Sherman Mechanical to replace the snow melt sensor in the sidewalk. Yearly renewals for databases: Chilton's (\$2,047.50), Mango Languages (\$3,878.62), Niche Academy (\$1,800.00), Ancestry and Heritage Quest (\$8,465.74) and Overdrive/AXIS 360 (\$8,465.74). Motion to approve paying the bills made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.

## 7. Statistics and Reports

- a. **June statistics** - total circulation is up over last month, several non-resident cards purchased. Diane has put together a monthly report similar to Karen & Mona's with activities, meetings attended and upcoming projects.
- b. **Dept. news** - Study rooms back in use, Friends used the meeting room for the May sale. We have started taking donations again for next sale.
- c. **Strategic Plan Report** - includes the list of special populations created by the staff at the June staff meeting and other activities tied to the goals from the past month.

## 8. Unfinished Business

- a. **Discussion and Approval of Resolution 21-07-A Authorizing Public Library District Non-Resident Cards** - due to the confusion of the numbering of resolutions at the June meeting two resolutions were numbered the same. Resolution is the same, just want to officially approve it with the correct number. Migaldi made a motion to approve the resolution renamed 21-07-A, seconded by Garvin. On roll call, all ayes, motion approved.

## 9. New business

- a. **Discuss projects for 2021-2022 fiscal year** - All of the policies are due for review. The disaster plan would be changed to a Disaster Preparedness plan and address pandemics. Also review items as policy vs. procedure and the addition of EDI initiatives. Mona and Diane have begun working on succession planning; that will also affect job descriptions. Scott would like to discuss the policy of the federal holidays the library is closed. Currently the library is closed 7 of the 12 federal holidays. Diane would also like to discuss the addition of sick leave for all part time staff, not just the IRMF level staff members.

- b. **Discuss strategic initiatives** - Diane discussed some of the portion of Goal 2 under Experience that would involve some board learning sessions at future meetings.

10. **Any and all other business the Board may wish to discuss** - Fifth Third Bank information regarding FDIC insurance for governmental units. We need to appoint a custodian for the governing body, could be Jason or Diane. Karen asked if we could extend FFCRA benefits past June 30<sup>th</sup>? We can extend until policy is reviewed.

11. **Adjourn** - Motion to adjourn made by Migaldi, seconded by Rank. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Reviewed by,

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Assistant Director of Support Services

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Secretary