

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, August 12, 2021

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:05 p.m. In the absence of Sigsworth, the secretary pro-tem was Ciura.
2. **Roll call** - Present were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower and Jan Polep. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Support Services Mona Reynolds. Also present was Tristan from Rep. McLaughlin's office. Christina Rank joined the meeting via zoom at 7:10 p.m.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting, July 8, 2021** - The minutes from the regular board meeting on July 8th, 2021 were reviewed. Motion made by Migaldi to approve the minutes, seconded by Garvin. On roll call all ayes, Ciura and Pinshower abstained.
4. **Communications** - Change to the agenda: 9c will not be discussed tonight. It will be on the agenda for the September meeting. Tristan from Rep. McLaughlin's office came to read a statement from the Representative. His office in Lake Barrington is available for residents or businesses to contact him for any issues. IDPH is contacting libraries to do local vaccine clinics; we will offer our meeting room if they still have dates available.
5. **Treasurer's report, Treasurer**
 - a. **July 2021** - Pinshower reported the library opened the month with a balance of \$2,889,605.11. Long reported the change to the Treasurer's report. With fines not being a large revenue source, they are now reported under "Misc. & Other" and passports are reported on their own line. The library received passport income totaling \$3,400.00. Lake and McHenry taxes are reflected in the report for all deposits from May to now; total of \$1,124,005.48. Moved \$250,000.00 to the Special Reserve fund at PMA, purchased a \$250,000 CD and also moved \$250,000.00 into their new LTD product. We closed the month with a balance of \$2,793,863.18. Motion made to accept the treasurer's report Migaldi, seconded by Garvin, Rank abstained. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **July 2021** - Pinshower presented the board with bills, payroll and transfers totaling \$332,994.00. Paid \$2,740.00 to A to Z Database, \$15,209.85 to CCS for quarterly membership fees, \$3,395.00 to OCLS for the Capira app and \$1,746.00 to Today's Business Solutions for the MyPC products and coin boxes. Motion made by Migaldi to approve paying the bills, seconded by Garvin. On roll call all ayes, Rank abstained. Motion approved.

7. Statistics and reports

- a. **July statistics** - Circulation higher than last August when we were in Browse, Checkout and Go. Looking at revising what is in the statistics report, what we get from CCS, etc.
- b. **Dept. news** - Processed 89 passports, more programs presented in the building. Story times outside were popular. Succession planning with the announcement of Long’s retirement in December.
- c. **Strategic Plan Update** – Outreach is still on hold due to COVID. Hannah is meeting people in the community for future projects. Copy of the Culture Code created by the staff was shared. Began peer learning at the August staff meeting. Discussed how special populations will be the focus of programming specifically to these groups.

8. **Unfinished Business** - no unfinished business was discussed.

9. New business

- a. **Discuss and approve Ordinance No. 21-08-01, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2021/2022** - this is the hearing for the ordinance; it sets our upper spending limits and allows for spending above the budget to allow for grants or gifts. The per capita grant amount is higher because the actual amount we will receive is higher than originally estimated for the working budget. Motion to approve Ordinance No. 21-08-01 made by Pinshower, seconded by Migaldi. On roll call, all ayes, motion approved.
- b. **Discuss and approve Ordinance No. 21-8-02, Ordinance Approving Intergovernmental Agreement between the Village of Cary and the Cary Area Public Library District** - the village is not making a space in the new building for the Betty Freeman collection of local history. She donated it to the village and it’s been stored there. They would like to donate the collection to the library to house. Our ordinance is to approve the village’s intergovernmental agreement. Motion made by Pinshower to approve Ordinance 21-08-02, seconded by Garvin. On roll call all ayes, Rank abstained. Motion approved.
- c. **Discuss and approve Ordinance No. 20-08-03, Ordinance Authorizing Transfer of Funds to Special Reserve** - this will be approved at the Sept meeting.
- d. **Secretary’s audit for the Illinois Public Library Annual Report (IPLAR)** - part of the annual report requiring 2 board members, other than the secretary, to confirm and sign that board minutes and reports have been viewed over the past year and that they are correct.

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 Pinshower. The meeting adjourned at 8:16 p.m.

Respectfully submitted,

Reviewed by,

Assistant Director of Support Services

Secretary