

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING**

**Thursday, September 9, 2021  
7:00 p.m.**

**MINUTES**

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m.
2. **Roll call** - Present were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower, 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.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting, August 12, 2021** - the minutes from the regular board meeting on August 12, 2021 were reviewed. Motion to accept the minutes made by Sigsworth, seconded by Migaldi. On roll call all ayes, Sigsworth abstained. Motion approved.
  - b. **Special Meeting -Humidification Bid Acceptance, August 30, 2021** - the minutes from the Special Board meeting on August 30, 2021 were reviewed. Motion to accept the minutes made by Migaldi, seconded by Pinshower. On roll call all ayes, Ciura and Migaldi abstained. Motion approved.
4. **Communications** - ILA conference deadline for early bird pricing is Sept. 15, 2021.
5. **Treasurer's report**
  - a. **August 2021** - Pinshower reported the library opened the month with a balance of \$2,793,863.18. Received \$1,995.00 for passport processing, \$1,920.00 in impact fees, \$41,661.38 for the Per Capita Grant, \$6,378.97 for Personal Property Replacement Taxes and the CCS Grant funds of \$2,253.83. The month closed with balance of \$2,754,089.61. Motion to approve the treasurer's report made by Garvin, seconded by Ciura. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **August 2021** - Pinshower presented the board with bills, transfers and payroll totaling \$298,352.72. Larger bills included \$12,000.00 to Midwest Tape for Hoopla, \$7,000.00 to LinkedIn for the Lynda.com renewal, \$5,100.00 to OrangeBoy Inc. for the new marketing software, \$3,344.35 to Proquest for the Ancestry and Heritage Quest database and \$3,000.00 to the attorney Robert W. Smith. Motion to approve the bills made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
7. **Statistics and reports**
  - a. **August statistics** - August is slower before school starts. Outside meeting room groups use is coming back.
  - b. **Dept. news** - Staff doing training, more passive patron programs this month. Summer reading statistics: finisher percentage in the 60%. Another part time person has given notice to leave by Oct 1, 2021. Jan and Diane discussed Diane's goals.

- c. **Strategic plan report** - discussed Activity #4 – “Review Social Media Outreach Plan”  
Jean asked about Activity #3 – “Strengthen and expand partnerships”. Part of that activity involves the board and it will be addressed in a few months at upcoming board meetings.

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

9. **New business**

- a. **Discuss and approve Ordinance 21-9-1 Ordinance transferring funds to Special Reserve Fund** - Transferring excess funds to the special reserve fund for future building and maintenance projects. Motion to approve Ordinance 21-9-1 made by Pinshower, seconded by Rank. On roll call all ayes, motion approved.
- b. **Discuss and approve Ordinance 21-9-2 Ordinance transferring funds from Library Fund to Audit Fund** - need to bring this fund up to pay the auditors this year. Motion to approve Ordinance 21-9-2 made by Garvin, seconded by Rank. On roll call all ayes, motion approved.
- c. **Discuss Retaliation against Whistleblower Statute and decide who will be the “auditing” official** - new law that went into effect July 1, 2021. Our attorney reviewed it and gave his opinion; Diane also received a letter from McHenry County State’s Attorney on the subject. Board can choose Diane as the contact or we can default to the State’s Attorney. We currently have a whistleblower policy; we will revise it to include the new law specifying who will be the auditing official. If it involved Diane then it would go to the State’s Attorney’s office. This will be distributed to all staff members once a year with the designation. After discussion the board determined the auditing official will be the State’s Attorney, not the executive director. Motion made by Pinshower to appoint Illinois State’s Attorney Patrick Keneally as the auditing official for CAPLD, seconded by Sigsworth. On roll call all ayes, motion approved.

10. **Any and all other business the Board may wish to discuss** - Scott will miss the October meeting. Four juvenile patrons were disruptive on Saturday; a police report was filed by Diane. They have been banned for a month from the library. Audit presentation will be at the October meeting. Updates from Karen on sprinkler pipe replacement and humidification projects.

11. **Adjourn** - motion to adjourn made by Rank, seconded by Ciura. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

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Assistant Director of Support Services

Reviewed by,

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Secretary

