

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Thursday, October 14, 2021

7:00 p.m.

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:10 p.m.
2. **Roll call** - Present were Library Trustees Jean Ciura, Tom Garvin, Jason Pinshower, Jan Polep, Christina Rank and Teresa Sigsworth. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long, Assistant Director of Public Services Mona Reynolds and Administrative Services Manager Dawn Ferree. Scott Migaldi was present via Zoom.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting, September 9, 2021** - the minutes from the regular board meeting on September 9, 2021 were reviewed. Motion to approve the minutes made by Pinshower, seconded by Sigsworth. All ayes, motion approved.
4. **Communications** - 2 items from the Village; joint review of the TIF (Jandus Rd and Rt. 14) will be on Monday. The intergovernmental agreement with the village was finalized. We will get getting the historical collection items moved to the library over the next few weeks.
5. **Treasurer's report**
 - a. **September 2021** - Pinshower reported the library opened the month with a balance of \$2,754,089.61. Received taxes from McHenry County of \$837,931.95 and from Lake County taxes for \$28,335.48. Received impact fees of \$4,320.00 and passport revenue of \$525.00. The month closed with a balance of \$3,469,612.12. Motion to approve the treasurer's report made by Garvin, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **September 2021** - Pinshower presented the board with payments, transfers and payroll totaling \$453,280.61. The library paid Automatic Fire Systems \$67,901.00 for the sprinkler pipe replacement project and Carey Electric \$6,000.00 for wiring of the nitrogen pump and some undercabinet lighting. Paid \$5,700.00 to Lauterbach & Amen as partial payment for the audit. Motion to approve paying the bills made by Garvin, seconded by Rank. On roll call all ayes, motion approved.
7. **Statistics and reports**
 - a. **September statistics** - working on changing the report; some things don't always match from CCS (daily vs. monthly).
 - b. **Dept. news** - more in person programs, storytimes have been outside. Will move inside 2 days a week (same program both days).
 - c. **Strategic plan report** - posting of receipts showing ROI for patrons, homeschool group met with staff to work on providing daytime programming (repeating same program as in later afternoon or evenings).

8. Unfinished Business - no unfinished business was discussed.

9. New business

- a. Discuss and approve Resolution 21-10-A Resolution determining amount of money estimated to be necessary to be raised by taxation for the 2021/2022 fiscal year** - this is the first part of the levy process. Will not levy for liability insurance due to the balance being held at IRMA. The amount normally allotted to liability insurance is divided to the other funds to keep under 5% overall levy amount. Motion to approve Resolution 21-10-A determining amount of money estimated to be necessary to be raised by taxation for the 2021/2022 fiscal year made by Pinshower, seconded by Garvin. On roll call all ayes, motion approved.
- b. Discuss and approve Resolution 21-10-B Resolution authorizing account resolutions certificate for treasury management services (Fifth Third Bank)** - same resolution signed in 2018 but with changes of name to remove Long and add Ferree as signer on the 5/3 accounts. Motion to approve Resolution 21-10-B authorizing account resolutions certificate for treasury management services (Fifth Third Bank) made by Sigsworth, seconded by Ciura. On roll call all ayes, motion approved.
- c. Discussion of data the library board would like to have reported at the monthly board meetings** - Diane has a spreadsheet with the required items necessary for the annual reports. Some of that we currently have in the monthly statistical reports but are there other statistics needed by the board. For count by type of item some of them are not relevant (newspapers are not counted). Mona shared a draft of what she puts into OpenGov transparency portal for statistics; these could be used for the board packet. Jan suggested the board look at the transparency portal and come back with list of things they would like to see for the next discussion.
- d. Discussion of Executive Director's goals** - Diane broke them down into quarters where applicable; items related to the Strategic Plan are part of the activity timeline. Reviewing policy still in process, discussion about statistics began this evening. Job descriptions are being reviewed as we work through replacing Karen, the admin assistant, etc. All will be updated by spring when we do the next compensation survey with HR Source.

10. Any and all other business the Board may wish to discuss - discussed "all are welcome" sign similar to Northbrook's sign (in ILA reporter).

11. Adjourn - motion to adjourn made by Pinshower, seconded by Ciura. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Reviewed by,

Assistant Director of Support Services

Secretary