

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING**

**Thursday, November 11, 2021**

**7:00 p.m.**

**Minutes**

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:01 p.m.
2. **Roll call** - Present were Library Trustees 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, Assistant Director of Public Services Mona Reynolds and Administrative Services Manager Dawn Ferree. Also present was Jamie Wilkey of Lauterbach and Amen.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting October 14, 2021** - the minutes from October 14, 2021 were reviewed. Motion to approve the minutes made by Pinshower, seconded by Rank. All ayes, motion approved.
4. **Communications** - Diane attended the TIF #1 meeting that involved the Jandus Cutoff area. A new Thornton's to be built next spring. Not a large impact to our incoming taxes.
5. **Treasurer's report** - Pinshower reported the Library opened with \$3,469,612.12. Received \$770.00 for Passport processing, \$4,800.00 in impact fees and \$44,554.91 in tax receipts from Lake and McHenry County. The Library closed the month with \$3,329,781.14. Motion to approve the treasurer's report made by Sigsworth, seconded by Garvin. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **October 2021** - Pinshower presented the board with bills, transfers and payroll totaling \$235,724.05. Paid \$1,259.88 to B&H Photo, \$780.00 to A Leon Landscaping and \$6,615.54 to Ingram. Motion to approve paying the bills made by Garvin, seconded by Migaldi. On roll call all ayes, motion approved.
7. **Statistics and Reports**
  - a. **October statistics** - some family story times got rained out in October. They have moved indoors for the winter.
  - b. **Dept. news** - the monthly report includes reports from some of the ILA conference sessions attended.
  - c. **Strategic plan update** - no updates to the plan in the past month.
8. **Unfinished Business** - no unfinished business was discussed.

## 9. New business

- a. **Presentation and acceptance of the 2020/2021 Audit** - Jamie Wilkey informed the board that the library received an unmodified or clean audit opinion (highest rank we can receive). Balances are accurate and internal controls were reviewed. Had an overall increase to all funds of \$248,000. We are at 92% funded in IMRF, have to be at 90% by 2040. Management letter discussed new GASB requirements coming up next year addressing leases. Funds over budget were also discussed and discussed adjusting the fund policy to match how the funds come in during the year. L&A will work with Diane and Dawn to help adjust the policy. Motion to accept the audit as presented made by Pinshower, seconded by Sigsworth. On roll call all ayes, motion approved.
- b. **Discussion and approval of Ordinance No. 21-11-01, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/2022** - This levy is at 4.99% over last year's levy. Motion to approve Ordinance No. 21-11-01 made by Pinshower, seconded by Garvin. On roll call all ayes, motion approved.
- c. **Discussion and approval 2022 holidays** - Christmas 2022/New Year's 2023 fall on Saturday and Sunday. Diane asked if we should we also be closed for the Monday after each weekend. July 4<sup>th</sup>, 2022 is a Monday, Diane requested that they library be closed, Sunday July 3. After discussion the decision was to only close Dec. 24 and 25 and Jan. 31 and 1 and Sunday the 3<sup>rd</sup> of July. Motion to close Sunday July 3<sup>rd</sup>, 2022 made by Garvin, seconded by Sigsworth. All ayes, motion approved.
- d. **Discussion and approval of appointment of authorized agent for IMRF** - Motion to accept Dawn Ferree the new Authorized Agent for IMRF made by Sigsworth, seconded by Rank. On roll call all ayes, motion approved.
- e. **Discussion and approval of Resolution No. 21-11-A, A Resolution appointing a delegate and Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA)** - motion to approve Resolution No. 21-11-A made by Migaldi, seconded by Pinshower. On roll call all ayes, motion approved.
- f. **Discussion and approval of an intergovernmental agreement for shared programming with Illinois Libraries Present** - several libraries started this during COVID to share costs of programs. This will be a new consortium that would cost \$375 for us to join for a 6-month trial period. Migaldi asked to delay the vote to next month so that the board could review the actual agreement.
- g. **Discuss *Serving Our Public*, for Per Capita grant requirements** - We reviewed version 3 last year and Diane prepared an excel sheet by chapter with notes for this year's grant requirement, using the 4<sup>th</sup> edition.

10. **Any and all other business the Board may wish to discuss** - Diane would like to set a schedule for the board to look at the board related activities for the strategic plan at each meeting. She will put that on the agenda for the December board meeting to discuss who we can partner with in the community.

**11. Adjourn** - motion to adjourn made by Migaldi, seconded by Pinshower. The meeting adjourned at 8:51 p.m.

Respectfully submitted,

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Assistant Director of Public Services

Reviewed by,

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Secretary