

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, December 9, 2021

7:00 p.m.

Cary Area Library - Meeting Room

1606 Three Oaks Road

Minutes

1. Call to order - Library Board President Jan Polep called the meeting to order at 7:00 PM
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, Assistant Director of Public Services Mona Reynolds and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from:
 - a. Regular Board meeting November 11, 2021- The minutes from November 11, 2021 were reviewed. Motion to approve the minutes made by Pinshower, 2nd by Migaldi. All ayes, Ciura abstained, motion approved.
4. Communications

Contact us- received from a Crystal Lake patron who read that we are hosting a vaccination clinic. They do not support vaccinations and don't feel it is acceptable for us to host a clinic.

We have taken all the historical items from the Village of Cary that we are able to. There were a few things that we are not able to take do to size.
5. Treasurer's report- Pinshower reported the Library opened with \$3,469,612.12. Received: PPRT \$7087.88, Property Taxes - Lake \$778.32, McHenry – \$17,787.69, Rails support grant –\$ 2,253.63. The Library closed the month with \$3,234,929.87. Motion to approve the treasurer's report made by Garvin, 2nd by Sigsworth. On roll call all ayes, motion approved.
6. Approval of Bills

November 2021- Pinshower presented the board with bills, transfers and payroll totaling \$312,257.23. We paid: Lauterbach & Amen LLP \$1,000.00 for audit completion, Lyngsoe Systems for annual maintenance agreement \$11,030.00, Rob Zschenitz for computer assistance \$2550.00, Sherman Mechanical (water heater) \$1,423.00 and Bibliotheca \$8279.91 for the annual maintenance.

Motion to approve by Garvin, 2nd by Migaldi. On roll call all ayes, motion approved.
7. Statistics and Reports
 - a. November statistics
 - b. Dept. news- currently looking at payroll companies. Need to decide in January if we are not staying with our current company (ADP). We have several retirements and several resignations. In total we have 8 leaving by early March and 3 retirements scheduled for summer. This represents a quarter of our staff. We are looking at succession planning and updating positions needed and jobs descriptions.

- c. Strategic plan update- Diane is requesting that we report updates at the end of the quarter (January 2022 will be a report on the 4th quarter) instead of monthly because we have so much going on right now with staff leaving and filling positions and the cooperative initiative with District 26. Jean spoke of stretching out the Strategic plan from the current 3 year to 5 year. Bringing in new staff that fall into the rubric of diversity fits into the strategic plan.

8. Unfinished Business

- a. Discuss statistics for board reports- What are the firm things you would like to see? Migaldi stated that trends (graphs) would be more helpful. In the past we have had a spreadsheet with Checkouts, Patron counts. We can do some of thing through OpenGov. It may be a good time to look at digital usage compared to materials. Helpful to know who our biggest users of the Library. Statistics on circulations of LGBTQ, Spanish, etc. materials. Total attendance of programs by Adult, Teen, Youth and multiage. OCLC has data on number of requests made and how many were filled. Looking for how we serve the community in number of Passports, homebound, drive-up, book an expert (by area), tech desk/service center statistics. Macro information gives a broad view.
- b. Discuss ILA conference programs- Super helpful to a new trustee. Mentor program for a new trustee would be helpful with recommendations of what things could be viewed to help understand what and why we do things the way we do.
- c. Discuss and approve Resolution No. 21-12-A Resolution Approving Intergovernmental Agreement (Illinois Libraries Present intergovernmental agreement) - Diane shared the Lawyers view on the agreement. He is on board with the 6 months trial but would suggest more specific language if the program continues. Discussion was held on our control over our costs and getting out if it is something we don't agree with. Also, at what point will they reassess. Motion to approve Resolution No. 21-12-A Resolution Approving Intergovernmental Agreement (Illinois Libraries Present Intergovernmental Agreement) made by Migaldi, 2nd by Pinshower, roll call- all were ayes, motion passed
- d. Discuss Board related strategic plan activities – goal 3 under engage- what are we looking for in potential partnerships? The school districts, Pioneer Center, Hispanic populations. We have relationships with the Chamber of Commerce. Is it a business or in McHenry County? Focus on groups who have a significant percent as part of them. #4 what does high impact mean? Goal 2 experience- Board conducts self-assessment, board meetings include a learning time... Recruitment of possible members for the Library Board. Fund soliciting was mentioned.
Down the line we might want to talk about expanding the district. There are 2 areas that are not currently part of the district that expressed interest.

9. New business

- a. Presentation and acceptance of the 2021 Per Capita Grant- Our expenditure for the last year was \$35,306.25. Discussion was held.

10. Executive Session 5 ILCS 120/2(c)21 for semi-annual review of minutes

- a. June 10, 2021 executive session minutes –Migaldi informed us that according to IL statutes a public body may hold a closed meeting to discuss minutes. With the word “may” we can choose to accept them in an open session. Migaldi made a motion to take the minutes of the Executive Session 5 ILCS 120/2(c)21 into open session, 2nd by Pinshower. All were in favor.
Minutes of the June 10, 2021 were moved to open session to be approved. Motion made

to release the minutes by Migaldi, 2nd by Sigsworth. All were in favor. Motion passed

11. Any and all other business the Board may wish to discuss – Rank talked about a program she attended called “One Book One Village: an evening with Robin Wall Kimmerer.”
Diane might be taking the week off after the January Board meeting.
Karen gave an update on the new humidification units and the issue of the trays received being the wrong size. New trays will be ordered and installed when they are received.

A resolution was read regarding Karen Long’s retirement: “We as the board of trustees of the Cary Area Public Library, do hereby extend to Karen Long our deepest appreciation for the professional service that she provided to the Cary Area Public Library, its patrons and its staff throughout her career, and extend to her our congratulations and since best wishes for a future filled with success, happiness, and good health in the years to come.”

12. Adjourn – Migaldi motioned to adjourn the meeting, 2nd by Rank. The meeting adjourned at 8:58 p.m.

Respectfully submitted,

Administrative Services Manager

Reviewed by,

Secretary