

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING**

**Thursday, January 13, 2022
7:00 p.m.**

**Cary Area Public Library
1606 Three Oaks Road**

Minutes

1. Call to order, Library Board President Jan Polep Called the meeting to order at 7:00 PM and asked for a secretary- Christina Rank will serve as secretary pro tem.
2. Roll call, Secretary- Present were Library Trustees: in person- Tom Garvin, Scott Migaldi, and Christina Rank. On zoom- Jean Cuira and Jan Polep. In person were: Executive Director Diane McNulty, Assistant Director Mona Reynolds, and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from:
 - a. Regular Board meeting December 9, 2021-The minutes from December 9, 2021 were reviewed. Motion to approve the minutes made by Garvin, 2nd by Migaldi. All ayes, none abstained, motion approved.
4. Communications
 - a. Legislative Meet-up, February 21, 2022, 9:00 am- 10:30 am ZOOM- You can sign up on the ILA website. It is free.
 - b. Cary-Grove Chamber Annual Dinner, February 25, 2022, 6 pm, at Wild Onion in Lake Barrington.
 - c. Cary Business Roundtable Luncheon with the Mayor, Thursday, March 10, 2022. Let Diane know if you would like to attend.
 - d. Karen Long sent a thank you note to the Board.
 - e. CPI is 1.4 %. Next year's numbers just came out at 7%. We won't get 7% because it is capped at 5%.
 - f. OSHA ETS- Supreme Court voted against mandating employers with 100 plus employees be vaccinated.
 - g. Humidification install slated for Tuesday, January 11th was postponed until Tuesday, Feb. 1, 2022 because the lead tech was ill.
 - h. The board needs to decide whether to meet virtually going forward or continuing to meet in person with a zoom option for board members who are ill or traveling for work. We are required to post an agenda 48 hours in advance of any meeting. We send the agenda and meeting information to the newspaper 72 hours in advance. Discussion was held and it was decided that a judgement call for February's meeting be made the Monday before the meeting.
 - i. We are enforcing the mask mandate in the Library. Staff need to be consistent in asking people to wear a mask and wear it properly.

5. Treasurer's report, read by Dawn Ferree
Pinshower reported we open with \$3,234,928.87. Received passport fees of \$1,820 and property taxes from Lake County of \$70.91. The Library closed the month with \$2,922,588.97. Discussion was held on the treasurer's report and the hour. Motion to approve the treasurer's report made by Migaldi, 2nd by Rank. On roll call all ayes, motion approved.
6. Approval of bills
December 2021- Pinshower presented the board with bills, transfers and payroll totaling \$336,777.76. We paid: \$18,000 to Intergovernmental Risk Management, \$2,270 to LANSNO for Plowing, \$2,674 to OpenGov and \$1,500 to Robert Smith our lawyer.
Motion to approve by Migaldi, 2nd by Ciura. On roll call all ayes, motion approved.
7. Statistics and Reports
 - a. December statistics- We would like to see trends in the future. A chart was recommended that will show what is happening over a year's time period.
 - b. Dept. news- We had four staff departures in the last month and we have a couple more coming up.
 - c. Current Library services- We will start offering Book An Expert appointments again soon. We have closed the Tech Desk because of staff coverage and will be suspending Passport appointments for the next couple of weeks until the surge of COVID is lower and our staff is able to cover. We promoted 2 staff members, hired a page and also a full-time adult services person to take over Jeannette's duties and some new duties. We interviewed for a part time youth services associate and plan to make an offer on Monday.
 - d. We held a staff raffle to raise money for the local food pantry. Staff members shared their talents in baking and craft items. Tickets were \$1 apiece. We raised \$260 for the Cary-Grove Food Pantry.
 - e. Strategic plan quarterly update- We are working on the beginning stages of many. We do not currently have statistics to report. Diane will keep a running report of where we are during the quarter.
 - f. Director's quarterly goal update- Working on the policy and in the process of reviewing the reports. Working on lists of daily, monthly and yearly tasks done.
 - g. Record retention system for email policy need to be explored.
 - h. All public services job descriptions have been reviewed. Mona, Assistant Director, supervises Public Services. Diane, Executive Director, supervises Tech services and Dawn Ferree, Administrative Services Manager, supervises Custodial.
8. Unfinished Business
None
9. New business
 - a. Discussed and approved change to sick time policy.
The FFCRA was discontinued at the end of the FY 2020/2021. Diane McNulty, Executive Director, requests that sick leave be extended to employees working less than 30 hours per week on the same basis as full-time employees, except that their time is prorated based on the average number of hours worked per

week.

Motion to approve the sick leave for employees working less than 30 hours per week by Garvin, 2nd by Migaldi. All ayes, motion approved.

b. Discussed board development section of strategic plan- Looking for a Board member self-assessment. Board members were asked to look around for something that would work for us. May find information on Rails, PLA, ALA or ILA sites. Jan Polep agreed to research this further.

10. Any and all other business the Board may wish to discuss

Diane suggested that the Board go back to the Board meeting minutes being recorded by the Board Secretary. Discussion was tabled until the full board is in attendance.

11. Adjourn - Rank motioned to adjourn the meeting, 2nd by Migaldi. All ayes, motion approved. Meeting adjourned at 8:21 p.m.

Respectfully submitted,

Administrative Services Manager

Reviewed by,

Secretary