

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING**

**Thursday, February 10, 2022  
7:00 PM**

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

**MINUTES**

1. Call to order, 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 (7-7:05 PM).
2. Roll call, Secretary- Present were Library Trustees: Jean Caira, Tom Garvin, Scott Migaldi, Jason Pinshower, Jan Polep, Christina Rank and Teresa Sigsworth (7:05 PM), Executive Director Diane McNulty, Assistant Director Mona Reynolds, and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from:
  - a. Regular Board meeting January 13, 2022-The minutes from January 13, 2022 were reviewed. Motion to approve the minutes as amended made by Migaldi, 2<sup>nd</sup> by Garvin. 6 ayes, 1 abstained, motion approved.
4. Communications
  - a. Reminder: Legislative Meet-up, February 21, 2022, 9:00 am- 10:30 am ZOOM
  - b. Northwest Herald article shared. "COVID-19 forces libraries to again change with the times," from the Thursday, Feb 10, 2022 edition.
  - c. Diane contacted Jake Magnuson at the State Library about the census maps and our population. There was an error and our population was down 3,362 because our 2007 annexation was not on the map. This number affects the money we get from Per Capita Grant.
  - d. Diane contacted District 26 Superintendent, the School Board President, the Cary police department and Three Oaks School explaining the concerns about the library parking lot being used during school drop off/pick up. The school principal sent out an email to the parents asking them to follow our guidelines when using the Library parking lot.
5. Treasurer's report, Treasurer  
Pinshower reported we opened the month with \$2,922,588.97, we received passport income of \$1,925.00, and impact fee income of \$1,920.00. We closed the month with \$2,764,859.49. Motion to approve made by Garvin, 2<sup>nd</sup> by Sigsworth. On roll call all ayes, motion approved.
6. Approval of bills  
January 2022- Pinshower presented the board with bills, transfers and payroll totaling \$254,131.31

We paid Cooperative Computer services \$15,209.85, KnowBe4 Security Training \$1,069.28, LANSNO Inc. \$2,915.00, and Sherman Mechanical, Inc. \$9,288.00. Motion to approve by Garvin, 2<sup>nd</sup> by Ciura. On roll call all ayes, motion approved.

## 7. Statistics and Reports

- a. January statistics- Mona shared on OpenGov our statistics – July & August of the current fiscal year. This is a work in progress and will be available on our website in the future. The statistics sheet in the packet has been modified to include more useful information such as homebound statistics, study room/meeting room use and program attendance. Our circulation is going up.
- b. Dept. news- none
- c. Current Library services

Masks- Feb 28 mask mandate in Illinois is planned to be lifted.

After discussing what other libraries plan to do, it was recommended that we:

- Change the signs for the public to “recommend” wearing masks.
- Recommend children’s programs ages 2-5 wear a mask as they cannot be vaccinated at this time.
- Require employees to provide proof of vaccination for their files.
- Staff recommended to wear a mask if they are vaccinated and required to wear a mask if they are not vaccinated.

It was agreed that the Cary Area Library will go forward with the above recommendations starting February 28, 2022 in conjunction with the lifting of the Illinois mask mandate.

## 8. Unfinished Business

Humidification system is planned to be installed on Tues. Feb. 22<sup>nd</sup>. We will delay opening until 10:30 AM because it is a safety issue for anyone to be in the building while the crane is in use.

## 9. New business

- a. Discuss and approve pursuing a delinquent library account  
Diane has been in contact with Attorney Smith. We have a patron who has not returned items (Hot Spot Chromebook, frisbee golf set, portable PA system and several books) with a total of \$549.93. The cost includes replacement of the items and fees. We have been in contact with the patron and have not received payment. Two certified letters have been sent. The total is an amount that we feel we need to pursue.

Migaldi motioned “In order to protect the investment of the taxpayers of the Cary Area Public Library that we authorize Diane to pursue a criminal investigation and possible charges with the states attorney on this particular issue.” 2<sup>nd</sup> by Sigsworth, On roll call 6 ayes, 1 nay. Motion carried.

- b. Discuss board self-evaluation  
Diane shared a board self-evaluation from 2008 with the Board members. Discussion was held and members felt there was some value in it. Diane will distribute thumb drives with the New Trustee information for the trustees who do not currently have them. Picking areas to start working on such as advocacy, decision making, and finance. Discussion was held on annexation and the Friends of the Cary Area Library (FOCAL) group.

10. Any and all other business the Board may wish to discuss
- Polep-Executive Director Evaluation needed.
  - Polep-Strategic Planning for Public Libraries by Joy Kohler available at the library could be circulated by board members if it is worth while
  - Cuira-Strategic plan- what can the Board do to support the Management Team in moving through the activities.
  - Sigsworth-If you need masks CVS will give free masks for people in your household.
  - Rank- Library Lover's Expedition. Has started visiting libraries and has had a lot of fun visiting different libraries and their culture. Migaldi is also participating.

11. Adjourn- Migaldi motioned to adjourn the meeting, 2<sup>nd</sup> by Rank. All ayes, motion approved. Meeting adjourned at 8:50 PM.

Respectfully submitted,

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Administrative Services Manager

Reviewed by,

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Secretary