

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING**

COMMITTEE OF THE WHOLE

Thursday, May 12, 2022

MINUTES

1. **Call to order**, Board President, Jan Polep called the meeting to order at 7:00 PM.
2. **Roll call**, Secretary- pro tem Tom Garvin. Present were Library Trustees: Tom Garvin, Scott Migaldi, Jason Pinshower, Jan Polep, and Christina Rank. Also in attendance were Executive Director Diane McNulty, Assistant Director Mona Reynolds, and Administrative Services Manager Dawn Ferree.
3. **Approval of board minutes from regular board meeting April 14, 2022**-The minutes from April 14, 2022 were reviewed. Motion to approve the minutes made by Migaldi, 2nd by Rank. All ayes, Pinshower abstained, motion approved.
4. **Communications**
 - McNulty has been invited to a ribbon cutting ceremony at Hoffman Park to mark the completion of a trail.
 - FOCAL met last week and approved our Wishlist for a total of \$4,807. We requested a set of 12 Lego Spiked Prime sets (STEM computer product) to replace the current sets that are at the end of life, Two new Lego sets for our Lego Club (Lego friends baking competition, Lego friends pet adoption campaign), and two new books on gardening to use in programming. They also approved materials for sensory kits for a sensory storytime (geared toward children with Autism) that will begin in the fall.
5. **Treasurer's report**, Pinshower reported we opened the month with \$2,411,400.00. Received Passport fees of \$2,240, Impact fees of \$1,920.00, and Personal Property Replacement Tax of \$7,068.58 and closed with \$2,279,686.30.

Motion to approve the treasurer's report made by Migaldi, 2nd by Garvin. All ayes, motion approved.

6. **Approval of bills**
 - a. April 2022- Pinshower. Total approval through May 12, 2022 of \$214,739.57
 - b. Bills were paid to: HR Source \$3,250.00 (second half of compensation study), A Leon Landscape \$2,354.50, CCS \$15,209.85, Niche Academy Renewal \$1,800.00 for bills totaling \$214,739.57. Motion to approve April bills made by Garvin, 2nd by Migaldi. All ayes, motion approved.
 - c. PMA Treasury Note: the current 18 month rate is 2.35% so we reinvested one that came due for 18 months.

7. Statistics and Reports

- a. April statistics- Consumer Reports had no usage this month. (Since the meeting, usage information for Consumer Reports has been received and will be updated on the website asap.) Drive up statistics are going up. Reciprocal borrowing increased this month. Study room usage has been increasing slightly. The Illinois Library Presents program featuring Nick Offerman & Jeff Tweedy was well attended.
- b. Dept. news- See Board packet
- c. Illinois Libraries Present trial follow-up- Diane sent information from our attorney regarding concerns we have with some of the wording used in the intergovernmental agreement. They will be looking at his input as they revise the agreement.

8. Unfinished Business

- a. Annual Intergovernmental Agreement for the driveway that Three Oaks Elementary School uses and maintains on our property. A reminder that the library owns the property and its use is contingent on future needs of the library. No objections were raised so the letter will be signed and sent to Three Oaks Elementary School.

9. New business

- a. Resolutions for retiring employees- The Board of Library Trustees will be presenting certificates to Nina Haselhorst and Susan Jimenez on Friday, June 3, 2022 thanking them for their years of service. Polep will be present on June 3rd to present the certificates. Polep motioned to approve the resolutions. All ayes, motion approved.
- b. Discuss appointing a new trustee- A trustee resigned in April. Pinshower has a coworker who is interested and there is also a member of FOCAL who is interested. The person would be appointed until the next election and then would have to run for a position. If both persons make a commitment of interest, Diane will extend an invitation to them to attend the June Board meeting. Positions are to be fulfilled in 90 days.
- c. Discuss and approve personnel policy revision.
Discussion was held on the following Policies: rolling over vacation time, training on personal data protection, workplace violence: dangerous/emergency situations, religious holidays, FMLA, and tuition reimbursement.

Motion to approve personnel policy revision was tabled until the Attorney has time to review it.

10. Executive Session 5 ILCS 120/2(c)21 for semi-annual review of minutes and 5 ILCS 120/2 (c)1 performance and compensation of the library director.

Trustee Migaldi moved, seconded by Trustee Pinshower to go into Executive session pursuant to 5 ILCS 120/2(c)21 for semi-annual review of minutes and 5 ILCS 120/2(c)1 for performance and compensation of the library director at 8:41 PM. All ayes, motion approved.

11. Any and all other business the Board may wish to discuss- None

12. Adjourn

Trustee Pinshower moved, and seconded by Trustee Migaldi, to adjourn. All ayes, motion approved. Meeting adjourned at 9:10 PM.

Respectfully submitted,

Reviewed by,

Administrative Services Manager

Secretary