

# CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

Thursday, June 9, 2022  
7:10 PM – Following the Nominating Committee  
Cary Area Library - Meeting Room  
1606 Three Oaks Road

## MINUTES

1. Call to order Board President, Jan Polep called the meeting to order at 7:13 PM.
2. Roll call Secretary- Present were Library Trustees: Tom Garvin, Jan Polep, Jason Pinshower, Christina Rank, and Teresa Sigsworth. Executive Director Diane McNulty, and Assistant Director Mona Reynolds
3. Approval of board minutes from:
  - a. Regular Board meeting May 12, 2022-The minutes from May 12, 2022 were reviewed. Motion to approve the minutes made by Garvin, 2nd by Pinshower. All ayes, motion approved. Sigsworth abstained.
  - b. Finance Committee meeting May 17, 2022-The minutes from May 17, 2022 were reviewed. Motion to approve the minutes made by Sigsworth, 2nd by Pinshower. On roll call, all ayes, motion approved.
4. Communications
  - a. Introduction of invited guests- Gayle Booth and Lisa Stordahl
  - b. Illinois Libraries Present - McNulty heard back from the lawyer with Ancel Glink that wrote up the contract, everything is written so that it is a partnership and not one library doing everything; contract designates who has direct contact with presenters; shared obligations; we have rights to terminate the contract if we so choose; everything is on the up and up
5. Treasurer's report, Treasurer Pinshower reported we opened the month with \$2,279, 686.30 and closed with \$2,390,325.21. We received passport income of \$1,960.00, impact fees of \$2,400, and CCS quarterly grant of \$7,814.86. Motion to approve the treasurer's report made by Garvin, 2nd by Rank. On roll call, all ayes, motion approved.
6. Approval of bills
  - a. May 2022- Treasurer Pinshower. Total approval through June 8, 2022 of \$307,937.43.
  - b. Bills were paid to: RAILS Overdrive for \$7,335.97, Plerus for newsletter \$4,516.16, and Peek-a-book for \$1,195.00. Motion to approve May bills made by Sigsworth, 2nd by Rank. On roll call, all ayes, motion approved.
7. Statistics and Reports
  - a. May statistics
    - i. Self checks are about a quarter of all our checkouts
    - ii. Getting lots of checkouts at drive up still
    - iii. Homebound visits will now be made by Diane Butler (Sue Jiminez retired)
    - iv. Study room usage steady, same with conference room
    - v. Not a lot of outside groups using the meeting room
    - vi. We receive money for regular elections for usage of our meeting room; we will

have three precincts this year instead of two

vii. Early voting starts on Monday morning at 8:30 in the FlexZone

b. Dept. news

i. McNulty met with FOCAL regarding the annual scholarship

ii. A few program cancellations, one of the Illinois Libraries Presents program will be rescheduled due to a conflict on the speaker's part

#### 8. Unfinished Business

a. Discuss and approve working budget

i. Pinshower motioned to approve the working budget, seconded by Garvin. All ayes, motion approved.

b. Discuss and approve personnel policy

ii. Don't have the whole policy back from the attorney

iii. Sigsworth motioned to approve the tuition reimbursement policy, seconded by Rank. All ayes, motion carried.

#### 9. New business

a. Discussion and Approval of Ordinance 22-06-01 Setting Schedule of regular meetings. Motion to approve made by Rank, 2nd by Garvin. All ayes, motion carries.

b. Discussion and Approval of Ordinance 22-06-02 Appointing Attorney. Motion to approve made by Pinshower, 2nd by Rank. All ayes, motion carries.

c. Discussion and Approval of Ordinance 22-06-03 Appointing Auditor. Motion to approve made by Pinshower, 2nd by Sigsworth. All ayes, motion carries.

d. Discussion and Approval of Ordinance 22-06-04 Appointing Bookkeeper. Motion to approve made by Rank, 2nd by Pinshower. All ayes, motion carries.

e. Discussion and Approval of Resolution 22-06-A Authorizing Public Library District Non-Resident Cards; basically states that we will sell nonresident cards to those who are unserved by a library; we have an agreement with CLPL as to what uncovered areas come to CAPL and which go to CLPL. Motion to approve made by Garvin, 2nd by Sigsworth. All ayes, motion carries.

f. Discuss and approve travel reimbursement: McNulty presented her anticipated travel expenses through December 31, 2022. Motion to approve made by Pinshower, 2nd by Rank. All ayes, motion carries.

g. Discuss and accept proposal for Engberg Anderson design services. This is to redo the staff work area. One thing we want to do is to be able to have additional work stations, so some file cabinets may move downstairs. Perhaps a little more privacy and more ergonomic. Would like to move away from having so many shared workstations. Furniture we have right now is from 1999, reconfigured once in 2016, not working as best it could anymore. Chairs were replaced more recently, so most likely won't look at chairs. May look at new service desk options, such as one that you can raise and lower. Having a lower and smaller desk would help make the desk and staff more approachable to children. Tech Desk is not ergonomic, we have received complaints from staff members about it, and will look to replace that with something more ergonomic. Motion to approve made by Pinshower, 2nd by Rank. All ayes, motion carries.

h. Call for nomination of officers. Rank nominated Pinshower as Treasurer. Pinshower nominates Polep for President, Migaldi for Vice President, Rank for Secretary.

i. Election of officers. Motion to approve the slate of officers, moved by Garvin, 2nd by Rank. All ayes, motion carries.

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

a. Pinshower - son got into dual language program at 3 Oaks, Pinshower may join PTO.

b. Rank asked if we would consider doing PR at Cary events? We have done events in the past, such as the Chamber Business Expo (this no longer takes place). We used to do the

car show, we've done the farmers market, Whispering Hills event last year, Max Expo in Crystal Lake, we've attended Merry Cary. Rank said she would be interested in helping with events if we wanted a trustee to attend too.

c. Polep mentioned she would like us to look at a book-mobile or book bike.

11. Adjourn- Pinshower motioned to adjourn the meeting, 2nd by Rank. All ayes, motion approved. Meeting adjourned at 8:08 PM.

Respectfully submitted,

Reviewed by,

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Assistant Director

Secretary