

# CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, July 14, 2022

7:00 PM

Cary Area Library  
1606 Three Oaks Road  
MINUTES

1. Call to order, Board President, Jan Polep called the meeting to order at 7:01 PM.
2. Roll call, Secretary- Present were Library Trustees: Tom Garvin, Jan Polep, Jason Pinshower and Christina Rank. Also present were Executive Director Diane McNulty, Assistant Director Mona Reynolds and Administrative Services Manager Dawn Ferree. Absent: Scott Migaldi, Teresa Sigsworth.
3. Approval of board minutes from:
  - a. Regular Board meeting June 9, 2022-The minutes from June 9, 2022 were reviewed. Motion to approve the minutes made by Pinshower, 2nd by Garvin. On roll call, all ayes, motion approved.
  - b. Committee of the Whole Finance meeting June 9, 2022-The minutes from June 9, 2022 were reviewed. Motion to approve the minutes made by Pinshower, 2nd by Garvin. On roll call, all ayes, motion approved.
  - c. Committee of the Whole Nominating meeting June 9, 2022. The minutes from June 9, 2022 were reviewed. Motion to approve the minutes made by Rank, 2nd by Pinshower. On roll call, all ayes, motion approved.
4. Communications
  - a. Thank you cards for this year's raises from library employees were passed around to the board and were much appreciated.
  - b. A Memorandum of Understanding between the Village of Cary and the Cary Area Library to remove and replace curb at the entrance of the parking lot at the cost of \$3900 was agreed to by Diane. The work was needed and the cost which was reasonable was within budgetary limits.
  - c. The Library has been approached to set up a "little free food pantry" on library property which would be in the style of a "little free library". Lee Martial Arts would fund and support this endeavor. Concerns were raised about liability issues. More information is needed before a decision is made whether to support this. Someone will contact other local libraries (e.g. Woodstock, Dundee) to learn how they have managed these concerns.
5. Treasurer's report—Treasurer Pinshower reported we opened the month with \$2,390,325.21 and closed with \$3,060,264.57. We received passport income of \$1925, impact fees of \$4,320, a FOCAL purchase reimbursement of \$144 and gifts/memorials of \$125. 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. June 2022, Treasurer Pinshower. Total approval through July 14, 2022 of \$234,945.07.
- b. Bills paid included: \$4,068.10 to IRMA for volunteer coverage, \$6,890.56 to Carbonite (data back-up), \$3,878.62 to Mango Language and \$3,395 to OCLC (computer app). On roll call, all ayes, motion approved. It was noted that an additional \$4,000 was added to the Hoopla budget to bring it up to \$24,000 for the coming year. The database is growing in popularity and last year we were \$329 short of budget. Motion to approve June bills made by Garvin, 2nd by Rank. On roll call, all ayes, motion approved.

## 7. Statistics and Reports

- a. June statistics– Stats are available on line for review.
- b. Dept. news– Programs overall doing well. Some programs are still on zoom. Both Illinois Library Present programs had low turnouts.
- c. Director goals report– Diane reviewed director goals for the quarter.
  1. The personnel policy has been updated with input from legal and needs approval. The bylaws and policy still need work including the disaster plan. All past policies are saved for reference purposes.
  2. New reports have been presented to the board and are now being used. Staff is further updating reports. Diane will begin working on the state annual report. On-boarding forms are being updated and stream-lined by Dawn.
  3. As of Monday, the library is fully staffed although we will be adding 2 new listings in the coming month. E-rate filing has been completed for FY2022/2023. Succession planning continues with a list of executive director's responsibilities having been completed. Detailed descriptions and instructions will be added to this list for specific tasks. Job descriptions have been reviewed and updated.
- d. Strategic plan report– Progress has been slow on the strategic plan report due to low staffing. Diane will refocus on this at the next management team meeting. An article in the fall newsletter will focus on how much patrons save by using the library. A completed community survey using Savannah is providing patron input.
- e. Trustees will be expected to go through harassment training. Trustees will also be given a library g-mail address.
- f. There was a kick off meeting with the office furniture designer to update office space. Changes will include more ergonomic desks and using the basement to increase office space. A proposal will be forth coming and a trip will be scheduled to the Merchandise Mart.
- g. Diane reviewed her ALA trip to Washington DC and the presentations she attended.

## 8. Unfinished Business

- a. Review and approve the personnel policy– The policy was reviewed by the attorney. Most of the feedback and recommendations were based on semantics rather than intent. Changes on wording were made to be more inclusive. Motion to approve the personnel policy made by Pinshower, 2nd by Rank. On roll call, all ayes, motion approved.

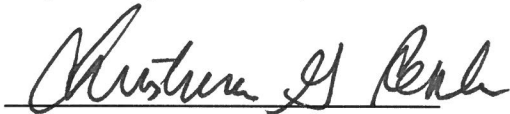
9. New business

- a. Discuss and approve Ordinance No. 22-07-01, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2022/2023. We will be working on the levy next. Motion to approve Ordinance No. 22-07-01 made by Gavin, 2nd by Pinshower. On roll call, all ayes, motion approved.

10. Any and all other business the Board may wish to discuss: The per capita grant is \$40,202.60 for this upcoming fiscal year.

11. Adjourn- A motion to adjourn the meeting was made by Pinshower, 2nd by Rank. All ayes, motion approved. Meeting adjourned at 8:20 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Christine G. Rank", written over a horizontal line.

Secretary