

# CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, November 10, 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 7:00 PM.
2. Roll call, Secretary- Present were Library Trustees: Jan Polep, Tom Garvin, Gayle Booth, Jason Pinshower, Lisa Stordahl and Christina Rank. Also present were Executive Director Diane McNulty, Assistant Director Mona Reynolds, Administrative Services Manager Dawn Ferree  
Absent: Scott Migaldi. In addition, Macade Thorpe from Lauterbach & Amen was present.
3. Approval of board minutes from regular meeting October 13, 2022: The minutes from October 13, 2022 were reviewed from a corrected copy distributed at the meeting. Motion to approve the minutes made by Booth, 2nd by Garvin. On roll call, all ayes.
4. Communications:
  - a. Presentation and acceptance of the 2021/2022 audit. Mr. Macade Thorpe provided all trustees with a copy of the annual financial report as well as a management letter discussing recommendations as an outcome of the audit. The audit received the highest opinion that can be received. Lauterbach commended the finance department on the well-prepared audit package and noted that while the audit showed that funds were over budget, this was to be expected with the challenges the library faced over the past year with early retirements and new hires. In addition, the Governmental Accounting Standards Board (GASB) has provided guidance related to accounting and financial reporting that the library may need to take into consideration in future audits. A motion was made to accept the 2021/2022 audit by Pinshower, 2nd by Stordahl. On roll call, all ayes.
  - b. Diane made us aware of a patron request to remove a book off the shelf related to trans-gender ("I'm Not A Girl" by Maddox Lyons and Jessica Verdi). It was decided that the book would remain in the collection and the patron was informed of the procedure to take their concerns to the board.
5. Treasurer's report  
Treasurer Pinshower reported that we opened the month with \$3,678,552.66 and closed with \$3,569,313.72. We received passport income of \$1,750, PPRT of \$10,849.86 and property taxes of \$60,531.01 from McHenry County and \$10,738.53 from Lake County for a combined total of \$71,269.54. 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. October 2022, Treasurer Pinshower reported. Total approval of bills, transfers and payroll through November 10 of \$329,859.25.
  - b. Bills paid included: \$15,273.02 to CCS for their quarterly payment, \$8,119.36 to Dell for computers and \$11,358.00 to Lyngsoe for maintenance on the sorter. Motion to approve June bills made by Rank, 2nd by Booth. On roll call, all ayes, motion approved.
7. Statistics and Reports
  - a. October statistics– Stats are available online for review.
  - b. Diane provided the following statistics on voting at the library: 1979 early voters and 940 voters on election day. There are now 3 precincts voting at the library on election day.
  - c. Staff members provided feedback from ILA included in the packet. Gayle Booth shared her learnings from attending the event as well.
  - d. Diane discussed sexual harassment training requirements for staff and trustees.
8. Unfinished Business
  - a. The library has come to an agreement with the village for repairing the roadside curb and crumbling sidewalk. This work will be completed for a total cost of \$6400. Funds will be taken from special reserve.
  - b. The Cary Food Pantry board will be meeting later this month to discuss the possibility of partnering with the Cary Library to establish a “little food pantry” within the library.
9. New business:
  - a. Presentation and acceptance of the 2021/2022 Audit- Moved to Communications.
  - b. Holiday Pay-The new policy on unpaid vacation was clarified. Motion to approve the new policy by Garvin, 2nd by Stordahl. On roll call, all ayes, motion approved.
  - c. Diane reviewed requirements we did not meet in the Serving Our Public checklist for the annual Per Capita grant. This grant needs to be completed by January. Diane will review with us in December if there is any additional follow-up needed.
10. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Pinshower. All ayes, motion approved. Meeting adjourned at 8:05 PM.

Respectfully submitted,

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Secretary