

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday April 13, 2023

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 7:10 PM.
2. Roll call, Secretary- Present were Library Trustees: Gayle Booth, Tom Garvin, Scott Migaldi, Jason Pinshower, Jan Polep, Christina Rank and Lisa Stordahl. Also present were Executive Director Diane McNulty, Assistant Director Mona Reynolds and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from regular meeting March 9, 2023: The minutes from the March 9, 2023 were reviewed. Motion to approve the minutes made by Migaldi, 2nd by Booth. On roll call, all ayes. Motion approved. Pinshower abstained.
4. Communications:
 - a. McNulty reported on a FOCAL donation in memory of Mary Baechle that will be used to purchase a babel drum (miniature interactive steel drum made by Percussion Play) that will be placed in the lawn in front of the library. The library will be responsible for installing it.
 - b. McNulty attended a meeting at the Village Hall about TIF No. 3 which includes about 74 residences. We may be eligible for additional funds from these and other residences in TIF No. 3 as well as any other further development. In June (June 7th?), the taxing districts will have another informational meeting. August 2023, the village will consider adopting the ordinance.
5. Treasurer's report:
 - a. Pinshower reported that we opened the month with \$2,865,945.82 and closed with \$2,732,914.43 . We received passport income of \$4,305.00 and Lake County Property Taxes of \$1,018.06. Motion to approve the treasurer's report made by Rank, 2nd by Stordahl. On roll call, all ayes, motion approved.
 - b. Changes in the documentation for financial reports was discussed. Ferree is working on updating reports which will be then posted on OpenGov for public access.
6. Approval of bills:
 - a. March 2023, Pinshower reported- Total approval of bills, transfers and payroll through April 13, 2023 of \$321,280.88.
 - b. Bills paid included: \$13,443.40 to Library Furniture International.
 - c. Motion to approve March bills made by Migaldi, 2nd by Rank. On roll call, all ayes, motion approved.

7. Statistics and Reports:

- a. March statistics— See OpenGov for statistics.
- b. McNulty reviewed her annual goals with the board. A key item she is focused on is reactivating the strategic plan committee. Half of the members are no longer with the library. McNulty requested that Rank be the representative for the board and Rank has accepted. Becky and Hannah will be replacing Jeannie and Nina as library staff.
- c. McNulty shared the 2021-2023 activity plan with the board. McNulty recognized we are behind on many of the targeted dates due in large part to Covid. In addition, some goals require updating as well. One example that was discussed was the need for an electronic sign.

8. Unfinished Business:

- a. Personnel Committee Meeting Follow-up: A motion was made by Migaldi to approve a director hiring process using library board leadership to establish hiring procedures and develop appropriate documents and processes rather than engaging an outside firm, 2nd by Garvin. A second motion was made by Migaldi that he would follow up with a letter to each recruiting firm letting them know our decision, 2nd by Booth.
- b. Migaldi will complete the Executive Director job description using board input. In addition, he will develop a job ad. These will both be sent out to the board electronically for their input. Migaldi will post these on RAILS, U of I job board, Dominican University job board, ILA and ALA. A motion was made by Migaldi to execute the above with a 2nd from Rank. All ayes. Motion approved.

9. New business:

- a. Director Evaluation Process: Polep will be sending out evaluations for McNulty electronically within the next week to be returned prior to the next meeting. These will be reviewed in a 6:30 PM Personnel Committee meeting on Thursday, May 11, 2023.
- b. Schedule Budget Meeting: There will be a 6 PM budget meeting on Thursday, May 11, 2023.
- c. Nominating Committee Meeting: A meeting will be scheduled in June to nominate new board officers.
- d. We will be installing our new board member, Theresa Hart in our next meeting. All current and new board members will participate in the next meeting.
- e. Our next meeting is scheduled for Thursday, May 11, 2023.

10. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Migaldi. All ayes, motion approved. Meeting adjourned at 8:15 PM.

Respectfully submitted,

Secretary