

## CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday May 11, 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 7:08 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, Administrative Services Manager Dawn Ferree and Theresa Hart.
3. Approval of board minutes from:
  - a. Personnel Committee of the Whole meeting April 13, 2023: The minutes from the Personnel Committee of the Whole meeting from April 13, 2023 were reviewed. Motion to approve the minutes made by Pinshower, 2nd by Migaldi. All ayes. Motion approved.
  - b. Regular meeting April 13, 2023: The minutes from the regular Board Meeting from April 13, 2023 were reviewed. Motion to approve the minutes made by Pinshower, 2nd by Stordahl. All ayes. Motion approved.
4. Communications:
  - a. McNulty received the abstract of votes from McHenry County and reported Pinshower and Booth were elected to 6 year terms, Hart was elected to a 4 year term and Migaldi was elected to a two year term.
5. Treasurer's report:
  - a. Pinshower reported that the library opened the month with \$2,732,914.43 and closed with \$2,525,860.92. We received passport income of \$3,010.00. Motion to approve the treasurer's report made by Rank, 2nd by Stordahl. On roll call, all ayes, motion approved.
6. Approval of bills:
  - a. April 2023, Pinshower reported- Total approval of bills, transfers and payroll through April 13, 2023 of \$416,857.14.
  - b. Bills paid included: \$53,800.00 for Interior Investment for a down payment for the office furniture that will be delivered around June 5, \$15,428.15 for Cooperative Computer Services' quarterly payment and \$5,000.00 for RA Peterson for a down payment for the sealcoating to be done on Father's Day. This is done every other year. Motion to approve March bills made by Migaldi, 2nd by Booth. On roll call, all ayes, motion approved.
7. Statistics and Reports:
  - a. May statistics— See OpenGov for statistics. Statistics have been added for income and expenditures. This will replace the monthly budget sheet in the packets. We will review budget sheets quarterly instead of monthly in the future. Reynolds reviewed the new income and expenditure statistics that have been added to OpenGov statistics. Some work is still needed on this.
  - b. Department and director news: Staff has been cleaning up work stations getting ready for the new office furniture. The next month will be busy with the new office changes.

8. Unfinished Business:
  - a. Annual Intergovernmental Agreement (AIA) for driveway: The AIA will be renewed for another year and has been signed by Board President Polep. This agreement has existed between D26 and the library since buses entered through the second back entrance through Three Oaks School. Rank moved that the Board approve this intergovernmental agreement, 2<sup>nd</sup> by Booth. All ayes, motion approved.
  - b. Hiring of director and approve the job ad: Pinshower moved that the Board approve the plan to hire a new director including approval of the job ad as discussed in the earlier personnel meeting, 2<sup>nd</sup> by Migaldi. All ayes, motion approved.
9. New business:
  - a. Appointing a new trustee: Pinshower will be sworn in tonight as a newly elected trustee and will attend one last meeting in June before giving his notice. Stordahl has agreed to step in to take his place. Stordahl will have to run again in 2 years when the next municipal election takes place if she chooses to continue on the Board.
  - b. Bylaws and Policy revision: Legal reviewed the Bylaws and Policy and caught a few errors and made a few recommendations. It is ready for Board approval with the understanding that a few additions are still needed. Pinshower moved to approve the new Bylaws and Policy revision, 2<sup>nd</sup> by Rank. All ayes, motion approved.
  - c. The first Decennial Committees on Local Government Efficiency meeting must be scheduled in June as required by the act. The library is looking for two residents of the library district to become members of this committee.
  - d. Abstract of votes and swearing in of new trustees: Newly elected trustees Gayle Booth, Theresa Hart, Scott Migaldi and Jason Pinshower were all sworn in as Cary Library Trustees. Secretary Rank signed the official documents acknowledging the new Trustees.
  - e. Our next meeting is scheduled for Thursday, June 8, 2023.
10. Executive Session 5ILCS 120/2(c)21 for semi-annual review of minutes. 5ILCS 120/2 (c)1 performance and compensation of library director:
  - a. Pinshower made a motion to proceed to closed session for a semi annual review of minutes and to discuss annual compensation for our library executive director and to include Theresa Hart in these discussions as she will not officially become a new trustee for another week, 2<sup>nd</sup> by Migaldi.
  - b. Migaldi made a motion to reconvene open session, 2<sup>nd</sup> by Garvin.
  - c. Migaldi made a motion to approve executive director Diane McNulty's compensation of a 6% raise for her excellent F22/23 performance, 2<sup>nd</sup> by Booth. On roll call, all ayes. Motion approved.
11. Any and all other business the Board may wish to discuss: we are looking at a library open house to recognize Diane McNulty as she retires. Further detailed planning to follow spear headed by Booth.
12. Adjourn- A motion to adjourn the meeting was made by Migaldi, 2<sup>nd</sup> by Booth. All ayes, motion approved. Meeting adjourned at 8:28 PM.

Respectfully submitted,

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Secretary