

## CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday July 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 PM.
2. Roll call, Secretary- Present were Library Trustees: Gayle Booth, Theresa Hart, Scott Migaldi, Jan Polep, Christina Rank and Lisa Stordahl. Also present were Executive Director Diane McNulty, Assistant Director Mona Reynolds and Administrative Services Manager Dawn Ferree. In addition, Jane Chivari and Barb Kalchbrenner were present. Absent: Tom Garvin.
3. Approval of board minutes from:
  - a. Finance Committee of the Whole meeting, June 8, 2023: The minutes from the Finance Committee of the Whole meeting were reviewed and an amendment was made to the minutes indicating that the final budget would be delayed another month due to delayed dental insurance cost information. Motion to approve the minutes made by Rank, 2<sup>nd</sup> by Booth. All ayes, motion approved with amendment.
  - b. Personnel Committee of the Whole meeting, June 8, 2023: The minutes from the Personnel Committee of the Whole meeting from June 8, 2023 were reviewed. Motion to approve the minutes made by Migaldi, 2<sup>nd</sup> by Stordahl. All ayes, motion approved.
  - c. Regular meeting June 8, 2023: The minutes from the regular Board Meeting from June 8, 2023 were reviewed with an amendment. Motion to approve the minutes made by Stordahl, 2<sup>nd</sup> by Booth. All ayes, motion approved with the following amendment: line item 9f meeting minutes, Resolution 23-0-6 B was clarified as being an estimate for covering both landscaping and parking lot repair.
4. Communications: The Joint Review Committee recommended to the Village Board the approval of TIF #3. McNulty voted yes along with the Cary Park District, Fire Department and the mayor.
5. Treasurer's report:
  - a. Stordahl reported that the library opened the month with \$2,516,297.62 and closed with \$3,196,967.02. We received PPRT of \$10,008.21, McHenry County property tax of \$1,000,441.67 and Lake County Property Tax of \$50,774.76 for a total of \$1,051,216.43, and passport income of \$1,855.00. Motion to approve the treasurer's report made by Rank, 2<sup>nd</sup> by Booth. On roll call, all ayes, motion approved.
6. Approval of bills:
  - a. June 2023, Stordahl reported- Total approval of bills, transfers and payroll through July 13, 2023 of \$507,568.31.
  - b. Bills paid included: Interior Investments for \$125,690.48, RAPCO Asphalt for \$8,950.00, Cary Electric for \$8,360.00 to set up computers in the staff area, and RAILS for \$7,812.77. Motion to approve June bills made by Migaldi, 2<sup>nd</sup> by Rank. On roll call, all ayes, motion approved.
7. Statistics and Reports:
  - a. June statistics: See OpenGov for statistics. Circulation was up this past month.
  - b. Library news: McNulty personally welcomed State Representatives to our library who had open office hours here at the library. State Representative Reick personally attended. A representative was here for State Senator Wilcox. There appeared to be a good turnout.

- ALA conference reports included in staff notes. It was a good conference.
    - Programs are doing well.
  - c. Strategic Plan quarterly update: McNulty discussed some of the outreach, community engagement and partnerships that fell under the strategic plan including the Cary Park District (the pool passes received by the library from the park district are in high demand). Open office hours with state legislators provides another example of partnerships that the Library hopes to continue. The library plans to reach out through the schools with another Spanish speaker survey to see how we can address special needs. The first survey response was low.
8. Unfinished Business:
- a. **Decennial Committee Second Meeting:** The following was covered in our second Decennial Committee meeting: The Library will be using a form that was provided by the RAILS Library System. McNulty has been filling this form out. During the meeting she covered the information requested in the form with the Board. This included formal and informal intergovernmental agreements. Core program and services of the library were identified as follows: circulation of materials, story time, references, library of things, school outreach/homeschooling, computer literacy, homebound delivery, study and meeting room spaces, on-line services, programs, copy, print, fax, polling, social service resources, tax information, collection boxes, community information, job seeker information, senior outreach and book an expert. Other core services or programs that the library could consider providing: bike delivery, library pick up at the train station, summer camps story times/programs with the Cary Park District, and “fix it” or instructional classes/drop in classes.
  - b. Discuss the hiring of the executive director: The personnel committee met prior to the regular Board meeting to review candidates. The decision was made to interview the in-house candidate, Mona Reynolds, next Tuesday, July 18<sup>th</sup> at 6:30 prior to any further contact with other candidates.
9. New business:
- a. Discuss and approve the finalized building plan. The amended building plan Resolution No 23-7-A was approved with same costs as in the initial estimate (\$353,000 to be taken out of Special Reserve) as moved by Migaldi, 2<sup>nd</sup> by Booth. On roll call, all ayes, motion approved.
10. Closed Session 5 ILCS 120/2(c)1 for the appointment, employment, et al of specific employees. There was no reason to go into closed session.
11. Any and all other business the Board may wish to discuss: Booth had some comments after meeting with both State Representative Reick and State Senator Wilcox’s stand in representative last week. McNulty’s public and staff retirement party was discussed. The dates have been set for both: Sunday, September 24<sup>th</sup> from 2-4 pm for the public event and Friday, October 6<sup>th</sup> at noon for the staff party (as part of the library staff meeting).
12. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Booth. All ayes, motion approved. Meeting adjourned at 8:22 PM.

Respectfully submitted,

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Secretary