

## CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, August 10, 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, Tom Garvin, 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.
3. Approval of board minutes from:
  - a. Regular meeting July 13, 2023: The minutes from the regular Board Meeting from July 13, 2023 were reviewed. Motion to approve the minutes made by Migaldi, 2<sup>nd</sup> by Booth. All ayes, motion approved. Garvin abstained.
  - b. Personnel Committee of the Whole meeting, July 13, 2023: The minutes from the Personnel Committee of the Whole meeting from July 13, 2023 were reviewed. Motion to approve the minutes made by Migaldi, 2<sup>nd</sup> by Stordahl. All ayes, motion approved. Garvin abstained.
  - c. Personnel Committee of the Whole meeting, July 18, 2023: The minutes from the Personnel Committee of the Whole meeting from July 18, 2023 were reviewed. Motion to approve the minutes made by Migaldi as amended with a date correction, 2<sup>nd</sup> by Hart. All ayes, motion approved. Garvin abstained.
4. Communications: The village notified the Library that they will disband TIF 2 as was expected since TIF 3 will likely be approved.
5. Treasurer's report:
  - a. Stordahl reported that the library opened the month with \$3,196,967.02 and closed with \$3,154,264.89. The Library received McHenry County property tax of \$26,071.43 and Lake County Property Tax of \$2,883.04 for a total of \$28,954.47 and passport income of \$1,995.00. Motion to approve the treasurer's report made by Rank, 2<sup>nd</sup> by Garvin. On roll call, all ayes, motion approved.
  - b. Discuss contract for the auditor: McNulty will be asking for a proposal from the current auditor that will cover the next three-year 2024-2027 contract when they come in for this year's audit. The Library is pleased with their work.
6. Approval of bills:
  - a. July 2023, Stordahl reported- Total approval of bills, transfers and payroll through August 10, 2023 of \$400,524.82.
  - b. Bills paid included \$14,876.55 to CCS, \$5,803.34 to Ingram Library Services, \$26,000 to Midwest Tape (to cover charges for the entire financial year in a pay as you set-up for Hoopla materials), \$6,403.44 to Blue Cross/Blue Shield and \$3,878.62 to Mango Languages (annual renewal). Motion to approve July bills made by Rank, 2<sup>nd</sup> by Booth. On roll call, all ayes, motion approved.
7. Statistics and Reports:
  - a. June statistics: See OpenGov for statistics. Children's programs are doing well. Annual statistics show gate count this past year (July 2022-June 2023) was significantly higher than the previous year (July 2021-June 2022). The total count this year was 92, 217 patrons versus 74,574 patrons last year.

While total circulation was roughly about the same, it was lower for adult circulation. Surprisingly physical audio usage was up. Study room usage was up significantly this year. Computer usage was about the same.

- b. Library news: New desks should be arriving soon. The old desk was donated to a smaller library in Walnut, Illinois.

8. Unfinished Business:

- a. **Decennial Committee Third Meeting:** The following was covered in the third Decennial Committee meeting:

- i. Discuss and review report: The report was reviewed and a few items were added. The Board discussed in length those areas where we might be more efficient. A wide list of items was covered. Overall the Library is in tune with its inefficiencies and addresses them as they are identified on an on-going basis. Alternate energy and staff benefits were two areas that were identified as worth investigating further.

- ii. Approve report: The Board agreed to conditionally approve the report with the understanding that corrections or additions may be made. A motion was made to conditionally approve the Decennial Committee report by Hart, 2<sup>nd</sup> by Booth. All ayes, motion carried. McNulty will send out a revised report to the Board prior to the next board meeting. The Board will review any changes to the final report next month.

- b. Discuss the hiring of the executive director:

- i. Report of the Personnel Committee: Migaldi reported that the Board extended an offer to Mona Reynolds after the full Board interviewed her on Tuesday, July 18<sup>th</sup> with a start date of October 1, 2023 contingent on Board approval. Mona Reynolds has graciously accepted the position.

- ii. Approve the hiring of Mona Reynolds as the new Executive Director of the Cary Area Public Library District: Migaldi made a motion to officially appoint Mona Reynolds as the new executive director of the Cary Area Public Library starting October 1, 2023, 2<sup>nd</sup> by Hart. On roll call, all ayes. Motion carried. All other candidates have been notified and all candidate and hiring materials have been handed to Ferree for future reference.

9. New business:

- a. Secretary's audit for the Illinois Public Library Annual Report (IPLAR): This audit testifies that the secretary's minutes have been examined and been approved as correct for fiscal year 2022/2023. The document was signed by Garvin and Migaldi who have both been on the board during that time. This will be sent out to the state.

- b. Discuss and approve policy updates (see handouts): A motion was made by Garvin to pass the following policy revisions as outlined in handouts to all Board members, 2<sup>nd</sup> by Migaldi: 2.8.1 E-mail, 2.8.5 Personal Devices, 4.7.4 Sick Leave, 4.7.5 PTO (IL Paid Leave for All Workers Act) and 4.7.6 Unpaid Time Off. On roll call, all ayes, motion carried.

10. Any and all other business the Board may wish to discuss: A few minor items were discussed.

11. Adjourn- A motion to adjourn the meeting was made by Rank, 2<sup>nd</sup> by Booth. All ayes, motion approved. Meeting adjourned at 8:24 PM.

Respectfully submitted,

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Secretary