

## CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, October 12, 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, Jan Polep and Christina Rank. Absent: Theresa Hart, Scott Migaldi and Lisa Stordahl. Also present were newly appointed Executive Director Mona Reynolds and newly appointed Assistant Director Becky Oberhauser. In addition, Diane McNulty, former CAPL Executive Director, and Bev Karimi, Co-President of FOCAL were present.
3. Approval of board minutes from:
  - a. Regular meeting September 14, 2023: The minutes from the regular Board Meeting from September 14, 2023 were reviewed. Motion to approve the minutes made by Garvin, 2nd by Booth. All ayes, motion approved.
4. Communications: Reynolds reported on bomb threats to libraries in the Chicago suburbs between August and October. Skokie police put out a release that they have arrested a suspect.
5. Treasurer's report:
  - a. Booth reported for Treasurer Stordahl that the library opened the month with \$3,011,473.98 and closed with \$3,800,409.00. The Library received McHenry County property tax of \$730,370.83 and Lake County Property Tax of \$30,115.93 for a total of \$760,486.75, PPRT of \$1,304.52 and passport income of \$2,555.00. 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. September 2023, Booth reported for Stordahl - Total approval of bills, transfers and payroll through October 12, 2023 of \$347,604.26.
  - b. Bills paid included \$40,580.77 to Library Furniture International, \$6,040.00 to Lauterbach & Amen LLP for their audit fee, \$6,102.12 for Ingram and \$3,264.50 to AWE. Note: there will be one final bill for the new library furniture estimated at \$700 to complete the office project payments. Motion to approve September bills made by Rank, 2nd by Booth. On roll call, all ayes, motion approved.
7. Statistics and Reports:
  - a. September statistics: See OpenGov for statistics. There was high program attendance this past month for several programs. Program attendance is close to pre COVID numbers.
  - b. Department news: Becky Oberhauser has been promoted to assistant director and will be attending future board meetings. She will continue to work as the Youth and Teen Service Manager Service as well.
  - c. Executive Director's report: There have been several promotions as open positions have been filled by internal staff. These opened when Reynolds moved into the Executive Director position. There are still two positions for public service associates that need filling. Exact responsibilities are still being worked on in the newly filled positions.
8. Unfinished Business: None.

9. New business:
- a. National Friends of the Library Week Proclamation: Reynolds read the proclamation recognizing all that FOCAL (Friends of the Cary Area Library) does for the Cary Library and the Board voted it in. Bev Karimi, FOCAL Co-President talked about FOCAL and how it supports library initiatives, programs and materials with money they raise from their used book sales. She has been involved in FOCAL for 12 years. They continue to encourage volunteers to join and they have a healthy group of volunteers. Thank you to all the volunteers of FOCAL for all their efforts to improve our library! The proclamation was adopted by the Board after a roll call. The Board President and Secretary both signed the proclamation.
  - b. Discuss and approve Resolution No. 23-10-A, A Resolution Determining Amount of Money Estimated to be Necessary to be Raised by taxation for the 2023/2024 Fiscal Year: The 2023 levy that the Library is proposing will be passed in the November meeting. It is about \$100,000 more than last year due to the \$4.5 MM of new growth this past year, some in West Lake and some in Lake County. Using last year's formula provided by the investment company, and including this new growth, determined the increased levy that the Library is asking for (to capture new growth you need to levy for it). The Library is asking for a 5.48% increase. This needs to be publicized in the paper 7-14 days before the next Board meeting in preparation for next month's levy hearing. Motion to approve Resolution No. 23-10-A made by Booth, 2nd by Rank. On roll call, all ayes, motion approved.
  - c. Discuss and approve Resolution No. 23-10-B, Resolution Honoring Diane McNulty's 29.5 Years of Service to the Cary Area Public Library District: Reynolds read the resolution to honor Diane McNulty for her outstanding service to the CAPLD. This resolution was read at McNulty's retirement party as well. Resolution No. 23-10-B was moved by Garvin, 2<sup>nd</sup> by Booth. All ayes, motion approved.
  - d. Discuss and approve policy update: Reynolds suggested a word change (from budgeted to actual expenditures) to our Fund Balance Level Policy which was recommended by our auditor. Moved by Rank, 2nd by Booth. On roll call, motion approved. The second policy update is a name change, from PTO Policy to Paid Leave for All Workers Act (PLWA) as recommended by HR Source staff. Moved by Booth, 2nd by Rank. All ayes, motion carried.
  - e. Discuss former request for staff presentations at board meetings. The board agreed that they would welcome staff presentations at future board meetings to hear from staff directly on staff initiatives and projects. This addresses a directive in the CAPLD strategic plan.
10. Any and all other business the Board may wish to discuss: The seed library was discussed. All seeds provided this summer in the seed library were used. Patrons have embraced this service.
11. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Booth. All ayes, motion approved. Meeting adjourned at 8:14 PM.

Respectfully submitted,

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Secretary