

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, September 14, 2023

7:00 p.m.

Cary Area Library - Meeting Room

1606 Three Oaks Road

MINUTES

1. Call to Order: Board President Jan Polep called the meeting to order at 7:04 pm.
2. Roll call by Secretary Pro Tem: Present were Library Trustees Tom Garvin, Theresa Hart, Jan Polep, and Lisa Stordahl. Also present were Executive Director Diane McNulty, and Assistant Director Mona Reynolds.
3. Approval of board minutes from regular board meeting August 10, 2023. Minutes from meeting were reviewed, and a motion was made by Stordahl, 2nd by Garvin to approve the minutes. All ayes, motion approved.
4. Communications:
 - a. Budget and Appropriations hearing: no members of the public present for comment.
5. Treasurer's report: Stordahl reported that library opened the month with \$3,154,264.84 and closed with \$3,011,473.98. the library received property tax of \$33,700.75 from McHenry County, and \$681.72 from Lake County. Passport income was \$2,905.00, PPRT income was \$8,091.20. In addition, there was income from RAILS and other grants of \$2252.09. Motion to approve Treasurer's report made by Garvin, 2nd by Hart. On roll call all ayes, motion approved.
6. Approval of Bills:
 - a. Stordahl reported total of bills, transfers, and payroll through September 14, 2023 of \$384,340.56.
 - b. Bills included \$26,000 to Midwest Tape, \$14,876.55 to Cooperative Computers. Motion to approve September bills made by Hart, 2nd by Garvin. On roll call all ayes, motion approved.
7. Statistics and Reports: See OpenGov for Statistics. Programs for month were well attended. Diane and Mona met with Three Oaks Principal. They also attended the ICG meeting and local governmental units shared information including, downtown improvements, water tower renovation, and park renovations, TIF #3 approval, hiring of additional firefighters and fire district board expansion, and school district strategic planning. Diane is on the long-range plan committee for Cooperative Computer Services (CCS). Decision made to extend the strategic plan by two years. Warren-Newport Library (Gurnee) preparing to go live and Mt. Prospect next year.
8. Unfinished business: No unfinished business to discuss.

9. New business:

- a. Discuss and Approve of Ordinance 23-09-01, Combined Annual Budget and Appropriation Ordinance for Library Purposes for Fiscal Year 2023/2024. Diane related one change in appropriations, where, at the attorney's suggestion, a line was added to Liability Fund to include \$25,000 deductible. After discussion, motion to approve ordinance by Stordahl, 2nd by Hart, on roll call all ayes. Motion carried.
- b. Discuss and Approve Resolution 23-09-A, Resolution Appointing a Delegate to Intergovernmental Risk Management Agency (IRMA). Diane McNulty is currently the Delegate and Dawn Ferree is alternate. As Diane is retiring, motion made by Hart to appoint Mona Reynolds as Delegate. 2nd by Stordahl. All ayes, motion carried.
- c. Discuss and approve library policy updates:
 - i) Section 2.3.5, due to legislative update, added "unexpected childcare obligation" to reasons Board member may attend meeting remotely. Motion to approve change made by Garvin, 2nd by Stordahl. All ayes, motion carried.
 - ii) Addition of personnel policy section 3.2 to redefine "introductory period" as 3 months, rather than 6 months. Section 4.7.7, change to clarify vacation accrual applies to degreed librarians in positions requiring a degree. Motion to approve changed made by Hart, 2nd by Garvin. All ayes, motion carried.
- d. Auditor services proposal for services in 2024-2026. Auditor Lauterbach & Amen proposes fees of \$7200 for FY 2024, \$7350 for FY 2025, \$7500 for FY 2026. Discussed Diane's suggestions to consider other auditors at end of period. Although quality of service is high, cost is as well. Motion to approve proposal by Hart, 2nd by Garvin. On roll call all ayes, motion carried.
- e. Submission of Executive Director's resignation letter. In response to query by Garvin, Diane said there is no outside notification required. Board members not in attendance will receive a copy of the letter. With regret, but thanks for her 29 years of service, motion to accept the resignation made by Garvin, 2nd by Hart. All ayes, motion carried.

10. Any and all other business: discussion of minor issues.

11. Adjourn: Motion to adjourn made by Stordahl, 2nd by Garvin. Meeting adjourned at 7:56 pm.

Respectfully submitted,

Secretary Pro Tem