

## CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, December 14, 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, Jan Polep and Christina Rank. Absent: Scott Migaldi and Lisa Stordahl. Also present were Executive Director Mona Reynolds, Assistant Director Becky Oberhauser and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from:
  - a. Regular meeting November 9, 2023: The minutes from the regular Board Meeting from November 9, 2023 were reviewed. Motion to approve the minutes made with amended date by Booth, 2nd by Hart. All ayes, motion approved.
4. Communications:
  - a. Presentation and acceptance of the 2022/2023 Audit (moved from new business): Lauterbach & Amen, LLP presented the results of their June 30, 2023 audit. Hannah Cullerton, CPA, reviewed the information with the Board and stated that all the information presented with a "clean" opinion which is the highest opinion given for an audit. A motion was made by Booth to approve the 2023/2023 auditors report, 2nd by Rank. On roll call, all ayes, motion approved.
  - b. The Public Library Association (PLA) Conference is April 3rd-5th in Columbus, Ohio. There is money in the budget for one trustee to attend.
  - c. Ethics Statement: Reynolds has contacted the Library attorney Robert Smith concerning whether we should update our Ethics statement last written in 2004. Smith recommends that it would be timely to have the Board review the statement and decide if it still meets the Library's needs. The Board will review the current Ethic statement prior to the next Board meeting and provide input at the January 2024 Board Meeting.
5. Treasurer's report:
  - a. Booth reported for Treasurer Stordahl that the library opened the month with \$3,641,252.36 and closed with \$3,547,598.10. The Library received McHenry County property tax of \$13,744.00 and Lake County Property Tax of \$5,908.60 for a total of \$19,652.60. Additional income came from passport income of \$1,960.00, other grants and CCS Rails Quarterly of \$2,252.09 and gifts and memorials of \$34.99. 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. November 2023, Booth reported for Stordahl - Total approval of bills, transfers and payroll through December 14, 2023 of \$453,609.69.
  - b. Bills paid included \$6,323.65 to Bibliotheca, \$9,658.00 to CDW Govt. Inc and \$11,698.00 to Lyngsoe Systems. Motion to approve November bills made by Rank, 2nd by Hart. On roll call, all ayes, motion approved.
7. Statistics and Reports:
  - a. November statistics: Reynolds reviewed statistics from OpenGov.

- b. Department news: Becky Oberhauser is taking over as the passport manager from Reynolds.
  - c. Executive Director's report: Reynolds continues to get up to speed in her new role as the executive director focusing on staff planning, Per Capita Grant application, Personnel and Bylaws revisions, and reviewing E-rate materials.
8. Unfinished:
- a. Illinois Library Luminaries discussion: The Board provided input to a letter of nomination to the Illinois Library Luminaries for Diane McNulty written by Booth and Stordahl. The letter will be submitted this month. If approved, plans will be put in place for fundraising tied to the award.
9. New business:
- a. Presentation and acceptance of the 2022/2023 Audit: Moved to communications above.
  - b. Review and approve Executive Director and Trustee expenses (Jan.-June 2024): New gas mileage rates and costs for LA attendance have been added to estimated expenses. The cost is estimated as \$3,542.02. A motion was made to approve the estimated expenditure by Rank, 2nd by Hart. On roll call all ayes, motion approved.
  - c. Presentation and acceptance of Per Capita Grant application. Reynolds shared the application with the Board via email prior to the meeting that included information from serving our public standards that the Board reviewed previously. The grant is expected to be similar to 2023 at roughly \$40,000 and will be used for staff and Trustee training and memberships, collection and program support and communication. A motion was made by Hart to accept the Per Capita Grant for 2024, 2nd by Rank. Motion approved. On roll call, all ayes. Motion approved.
  - d. Discuss and approve extending the Strategic Plan through 2025: The Strategic Plan was put on hold due to Covid. The Library is now in a position to revisit and update the plan with new target dates that allow staff to move forward on activities within an achievable timeframe. A motion was made to approve the Strategic Plan through 2025 by Rank, 2nd by Booth. All ayes, motion approved.
  - e. Discuss and approve adding a Narcan kit in the Library: The decision was made to postpone approval of adding a Narcan kit until legal weighs in and Reynolds reviews whether this should be included in Library policy.
  - f. Discuss and approve adding an Automatic External Defibrillator (AED) in the Library: The decision was made to postpone the approval of an AED in the Library until legal weighs in and Reynolds reviews whether this should be included in Library policy.
  - g. Discuss and approve closing 9-5 for staff training on Fri., Oct. 4, 2024: The Library is planning on doing a longer training of staff on Oct. 4, 2024 on Mental Health First Aid. The course is run by National Alliance on Mental Illness (NAMI) and will cover mental health disorders and challenges as well as resources available for treatment. This is free training for staff. More can be found on the NAMI website. A motion was made to approve the longer closing time (from 9-1 to 9-5) by Rank, 2nd by Hart. All ayes, motion approved.
  - h. Discuss and approve Personnel Policy updates: Reynolds reviewed the edits with the board prior to approval. A motion was made to approve the Personnel Policy changes by Rank, 2nd by Booth. All ayes, motion approved.
  - i. Discuss and approve Bylaws and Policy update: Reynolds reviewed the following Bylaws and Policy changes with the board prior to approval. A motion was made by Booth to approve all Bylaws and Policy updates, 2nd by Hart. All ayes, motion approved.
  - j. Discuss Executive Director's goals: The Board discussed Reynold's goals and all support what Reynolds has proposed.
  - k. Library Tour: The Board took a tour through the Library and key areas and items were highlighted.
10. Executive Session 5 ILCS 120/2(c)21 for semi-annual review of minutes
- a. May 11, 2023, July 13, 2023, and July 18, 2023 executive session minutes

It was decided that an executive session was not needed. A motion was made to release minutes to open session from May 11, 2023, July 13, 2023 and July 18, 2023 from a Committee of the Whole executive session. Booth made the motion, 2nd by Hart. All ayes, motion approved. A motion was then made to approve and publish the executive session minutes from May 11, 2023, July 13, 2023 and July 18, 2023. Garvin made the motion, 2nd by Booth. All ayes, motion approved.

11. Any and all other business the Board may wish to discuss: Hart asked about adding Spanish when advertising for the library on outside signs.
12. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Booth. All ayes, motion approved. Meeting adjourned at 9:25 PM.

Respectfully submitted,

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Secretary