

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, February 8, 2024

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, Christina Rank and Lisa Stordahl. Scott Migaldi attended via zoom. 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 January 11, 2024: The minutes from the regular Board Meeting from January 11, 2024 were reviewed. Motion to approve the minutes made by Booth, 2nd by Stordahl. All ayes, motion approved.
4. Communications:
 - a. Public Comment: none.
 - b. Correspondence:
 - a. Reynolds has sent a letter of support to MCC for their literacy program.
 - b. The ILA is providing three Trustee workshops this spring. Check their website for details.
 - c. The mayor's business Round Table is scheduled for Thursday, March 14 from 11:30-1:00 at the Village Hall. Currently Polep, Rank and Stordahl are planning on attending.
 - d. Reynolds confirmed that plans for an electronic sign are not in this year's building plan and due to other priorities will be postponed for a period of time.
 - e. ILA accepted Diane's nomination as an Illinois Library Luminary. Discussions for fundraising will take place in March's Board Meeting.
5. Treasurer's report:
 - a. Treasurer Stordahl reported that the library opened the month with \$3,221,006.05 and closed with \$3,084,657.55. The Library received no McHenry County Property Taxes and \$1,999.62 from Lake County Property Taxes this month. Revenues came from passport income of \$3,395 and gifts and memorials of \$24.99. Motion to approve the treasurer's report made by Rank, 2nd by Garvin. On roll call, all ayes, motion approved.
6. Approval of bills:
 - a. January 2024, Treasurer Stordahl reported that the total approval of bills, transfers and payroll through February 8, 2024 was \$379,360.92.
 - b. Bills paid included \$14,876.55 to Cooperative Computer Services, \$5,262.52 to Ingram and \$5084.00 to Library Furniture International. Motion to approve January bills made by Booth, 2nd by Hart. On roll call, all ayes, motion approved.
7. Statistics and Reports:
 - a. January statistics: See open.gov for statistics.
 - b. Department news: Details and photos were given in the written report distributed prior to the meeting. Highlights included a new puzzle competition and a Baby American Sign Language event that

were both heavily attended, both new programs for the Library. Winter reading statistics were included. Let's Talk Kits are now being distributed by the Library funded by the D26 grant.

- c. Executive Director's report: Reynolds has been reviewing potential IT companies with whom the Library may be working in the future, meeting with Lauterbach and Amen to follow up on the audit and researching training opportunities for staff. In addition, Reynolds has been updating FOIA information; submitting ILLINET, annual certification and E-rate reports; reviewing and updating the Disaster Plan; preparing AED and Narcan Policies and updating Trustee Orientation documents over the past month.
- d. Executive Director goals update:
 - 1. Reynolds is working with the Technical Services/IT Manager to develop a new IT plan for the library including working with a new IT company due to anticipated staffing changes. More IT may be outsourced in the future which will increase IT costs, Reynolds discussed the advantages of doing this. Reynolds will keep the Board updated in future meetings as she makes progress on this.
 - 2. Reynolds is targeting for June to have a new attorney identified to replace Bob Smith who will be retiring this year.

8. Unfinished Business:

- a. Discuss Ethics Ordinance/Ethics statement, approve amending the Bylaws and Policy to add the Ethics statement: The Board discussed the benefits of adding an ethics statement to the Bylaws and decided against doing so based on attorney recommendations. The current ethics ordinance which was provided by the state of Illinois is adequate and adding an additional ethics statement may lead to confusion or misinterpretation. A motion was made by Garvin to retain the current Ethics Ordinance and not add an additional Ethics statement to the Bylaws and Ethics statement, 2nd by Booth. All ayes, motion approved. Rank abstained.

9. New business:

- a. Discuss Strategic Plan Activity: Experience Goal 2, Board Development: The Board was asked for feedback on the five points listed in the activity plan for Board Development (Experience Goal 2). The Board discussed how they could do a self-assessment and the value of doing one. The Board asked for additional time to consider the five points listed. There will be further discussion and a decision made in next month's Board meeting concerning Board activities related to the strategic plan.

- 10. Any and all other business the Board may wish to discuss: Garvin brought up the Senate Bill to increase the bid threshold from \$25,000 to \$35000. Booth asked about creating a library foundation for fundraising. Stordahl asked Board members to come up with five to ten names of "library lovers" who might be interested in donating to Diane McNulty's Library Luminary award.
- 11. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Hart. All ayes, motion approved. Meeting adjourned at 8:36 PM.

Respectfully submitted,

Secretary