

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, July 10, 2025

7:00 p.m.

Cary Area Library

1606 Three Oaks Road

MINUTES

1. Call to order, Board President, Tom Garvin, called the meeting to order at 7:00 PM.
2. Roll call, Secretary
 - a. Trustees present: Gayle Booth, Tom Garvin, Siobhan McCullough, Christina Rank, Rachel Shattuck, Lisa Stordahl.
 - b. Trustees absent: None
 - c. Also present: Executive Director Mona Reynolds, Assistant Director Becky Oberhauser, Administrative Services Manager Dawn Ferree, Teen Services Associate Miguel Rangel, community member Patricia Dantis.
3. Approval of board minutes from:
 - a. Nominating Committee meeting, June 12, 2025: The minutes from the Nominating Committee meeting of June 12, 2025 were reviewed. Motion to approve the minutes with spelling corrections made by Booth, 2nd by Stordahl. On voice vote, all ayes, motion approved.
 - b. Finance Committee meeting, June 12, 2025: The minutes from the Finance Committee meeting of June 12, 2025 were reviewed. Motion to approve the minutes made by Stordahl, 2nd by Shattuck. On voice vote, all ayes, motion approved.
 - c. Regular Board Meeting, June 12, 2025: The minutes from the regular Board Meeting of June 12, 2025 were reviewed. Motion to approve the minutes with spelling corrections made by Booth, 2nd by Stordahl. On voice vote, all ayes, motion approved.
 - d. Special Board meeting, June 25, 2025: The minutes from the Special Board Meeting of June 12, 2025 were reviewed. Motion to approve the minutes with spelling corrections made by Stordahl, 2nd by McCullough. On voice vote, all ayes, motion approved.
4. Communications:
 - a. Public Comment: No public comment; Reynolds noted that community member Patricia Dantis was in attendance.
 - b. Correspondence:
 - i. Former trustees Scott Migaldi and Jan Polep both reached out to thank the trustees for the kind words on the proclamations from June.
 - ii. Guidance given by attorney team at Ancel Glink about signers for checks ahead of a resolution coming at the August meeting.

5. Treasurer's report:

- a. June 2025, Treasurer Stordahl reported that the Library opened the month with \$2,931,568.56 and closed with \$3,869,404.11. The library received no McHenry County Property Taxes or Lake County Property Taxes, \$1,296.62 in PPRT, and \$1,920.00 in impact fees. Revenues of \$2,205.00 came from passport income. No Non-Resident fees or grants were received. Motion to approve the treasurer's report made by Booth, 2nd by McCullough. On roll call, all ayes, motion approved.

6. Approval of bills:

- a. June 2025, Treasurer Stordahl reported that the total approval of bills, transfers, and payroll through July 10, 2025 was \$390,395.24.
- b. Bills paid included \$14,170.10 to CCS, \$5,579.99 to Ingram Library Services, \$6,731.79 to CDW Government, and \$10,000 to Midwest Tape. Motion to approve June 2025 bills made by Booth, 2nd by Shattuck. On roll call, all ayes, motion approved.

7. Statistics and Reports:

- a. June statistics: Oberhauser reviewed statistics and highlighted the "Year in Review" spread which will be featured in the Fall print Newsletter for the community.
- b. Department news: reports from each department were briefly reviewed.
- c. Executive Director's report: Reynolds reviewed items outlined in her report.
- d. Staff Presentation: Rangel presented on the various types of programs the library hosts for teens in grades 6-12.
- e. Executive Director's FY 25/25 Goals
 - i. Continue working with the Strategic Planning Committee
 - ii. Continue to work with appropriate staff to test website accessibility and identify areas for improvement
 - iii. Move to fully managed IT service with OSG
 - iv. Please let Reynolds know if there's additional goals or other projects Trustees would like to add.

8. Unfinished Business: None

9. New Business:

- a. Discuss and decide: Pay off loan early
 - i. Reynolds shared information from Lauterbach & Amen about paying off the loan early. The board discussed the pros and cons of this action.
 - ii. Motion made by Booth to pay off the loan early as discussed, 2nd by Stordahl. On roll call all ayes, motion carried.
- b. Discuss and decide: Provide merit increases to staff for FY25/26
 - i. The board discussed budgetary pros and cons of applying a merit increase.

- ii. Motion made by Booth to approve a 1.1% merit pool increase, 2nd by Rank. On roll call, all ayes, motion carried.
- c. Discuss and decide: Rescind Personnel Policy [4.6.2.2 Health Insurance Buyout](#)
 - i. Reynolds explained that now is a good time to review this program because the Library switched insurance brokers. The board discussed budgetary pros and cons of offering the buyout program.
 - ii. Motion to rescind Personnel Policy 4.6.2.2 Health Insurance Buyout was not made.
 - iii. The board advised Reynolds to revise Personnel Policy 4.6.2.2 Health Insurance Buyout to have it phase out after one year.
- d. Discuss and decide: Rescind [Hazard Communications Policy](#)
 - i. Reynolds explained the history of the policy and the benefit of having this information be procedural.
 - ii. Motion to Rescind Hazard Communication Policy made by Stordahl, 2nd by Rank. On voice vote, all ayes. Motion carried.
- e. Discuss and decide: [Disposal of Surplus Property](#)
 - i. Motion to dispose of depreciated IT items and sell all items on by Booth, 2nd by McCullough. On voice vote, all ayes. Motion carried.
- f. Executive Session 5 ILCS 120/2(c)3 for selection of a person to fill the vacant CAPLD Trustee seat 8:36pm - 8:54pm
 - i. Motion made by Stordahl, 2nd by Shattuck to enter executive session for 5ILCS 120/2(c)3 the selection of a person to fill the vacant CAPLD trustee seat at 8:36pm, on roll call, all ayes. Motion carried.
 - ii. Return from Executive Session at 8:54pm.
 - iii. Board announced they would like to offer the open position to Dantis.
 - iv. Motion to offer open trustee position to Patricia Dantis made by Stordahl, 2nd by McCullough. On voice vote, all ayes. Motion carried.

10. Any and all other business the Board may wish to discuss: None

11. Adjourn: A motion to adjourn the meeting was made by Stordahl, 2nd by Rank. On voice vote, all ayes, motion approved. Meeting adjourned at 8:56 PM.

Respectfully submitted,

Secretary