

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, December 11, 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- Present were Library Trustees: Gayle Booth, Trixie Dantis, Tom Garvin, Siobhan McCullough, Christina Rank, Rachel Shattuck, Lisa Stordahl. Also present were Executive Director Ashley Huffines, Assistant Director Becky Oberhauser, and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from:
 - a. Regular Board Meeting November 13, 2025: The minutes from the regular Board Meeting of November 13, 2025 were reviewed. Motion to approve the minutes made by McCullough, 2nd by Booth. On voice vote, all ayes, motion approved.
 - b. Closed Session Minutes November 13, 2025: The minutes from the closed session Committee of the Whole meeting on November 13, 2025 were approved. The motion to approve the minutes was made by Booth, 2nd by Dantis. On voice vote, all ayes, motion approved.
4. Communications:
 - a. Public Comment: None.
 - b. Insurance Presentation from LIRA (Libraries of Illinois Risk Agency)
 - i. Brooklyn Kunny from LIRA presented information about the liability insurance and services LIRA provides including the program structure, additional policies and coverages, the TEAM platform with training modules, training webinars and white papers, and their annual loss control visit.
 - c. Correspondence:
 - i. Employee Longevity Award feedback: An employee thanked the board for their issuance of time off in honor of their 10-year longevity award.
5. Treasurer's report:
 - a. November 2025, Treasurer Stordahl reported that the Library opened the month with \$4,431,284.73 and closed with \$4,269,144.99. The library received \$421,271.87 in McHenry County Property Taxes and \$2,417.96 in Lake County Property Taxes and \$3,701.64 in PPRT. Revenues of \$1,750 came from passport income as well as a non-resident fee of \$511.53. \$1,001.83 was received from the Cary-Grove Rotary Grant. Motion to approve the treasurer's report made by Rank, 2nd by Shattuck. On roll call, all ayes, motion approved.

6. Approval of bills:

- a. November 2025, Treasurer Stordahl reported that the total approval of bills, transfers, and payroll through December 11, 2025 was \$462,649.97.
- b. Bills paid included \$10,677.71 to Ingram Library Services, \$10,000 to Midwest Tape, \$12,422.00 to Lyngsoe Systems and \$5,172.30 to Outsource IT Solutions. Motion to approve November 2025 bills made by Rank, 2nd by McCullough. On roll call, all ayes, motion approved.

7. Statistics and Reports:

- a. November 2025 statistics: Oberhauser reviewed statistics.
- b. Department news: Board packet reports from each Library department were briefly reviewed.
- c. Executive Director's report: Huffines reviewed items outlined in her report in the Board packet.

8. Unfinished Business: None

9. New Business:

- a. Discuss and Decide: Accepting LIRA Proposal/Quote
 - i. Stordahl suggested the board pre-approve the resolution authorizing membership in LIRA as the library did not yet receive the resolution letter.
 - ii. Motion to accept the LIRA proposal quote for \$28,343 and give the director permission to sign the resolution authorizing membership in LIRA once it is received under the condition it matches the quote and the board will additionally pass it in January. Moved by Stordahl, 2nd Dantis. On roll call, all ayes, motion carried.
- b. Discuss and Decide: Revise Personnel Policy
 - i. Huffines reviewed the updates made by HR Source for the personnel policy.
 - ii. Section 2.18 use consistent language and replace all instances of "he/she" with "they" suggested by McCullough
 - iii. Section 4.5 adjust language to say "manager will typically" by McCullough
 - iv. Section 4.8.1 Update child bereavement to be a child death due to any circumstance and not just homicide/suicide suggested by McCullough
 - v. Motion to approve the personnel policy with the suggested changes made by Booth, 2nd by Rank. On roll call, all ayes, motion carried.
- c. Closed Session
 - i. Motion to go into closed session for 5 ILCS 120/2(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees and 5 ILCS 120/2(c)21 Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes made by Booth, 2nd by Stordahl. On voice vote, all ayes, motion carried.
 - ii. Open session ended 8:25 pm and resumed 8:46 pm

- iii. Roll call, Secretary- Present were Library Trustees: Gayle Booth, Trixie Dantis, Tom Garvin, Siobhan McCullough, Christina Rank, Rachel Shattuck, Lisa Stordahl. Also present were Executive Director Ashley Huffines, Assistant Director Becky Oberhauser, and Administrative Services Manager Dawn Ferree.

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 McCullough. On voice vote, all ayes, motion approved. Meeting adjourned at 8:47 PM.

Respectfully submitted,

Secretary