

**CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING**

**Thursday, January 8, 2026**

**7:00 p.m.**

**Cary Area Library**

**1606 Three Oaks Road**

**MINUTES**

1. Call to order, Board President, 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 Melissa Hogan.
3. Approval of board minutes from:
  - a. Regular Board Meeting December 11, 2025: The minutes from the regular Board Meeting of December 11, 2025 were reviewed. Motion to approve the minutes as amended made by Booth, 2nd by Dantis. On voice vote, all ayes, motion approved.
  - b. Closed (Executive) Session Board Meeting December 11, 2025: The minutes from the Closed (Executive) Session Board Meeting of December 11, 2025 were reviewed. This meeting was closed for 5 ILCS 120/2(c)1 the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Motion to approve the minutes as amended made by Booth, 2nd by Stordahl. On voice vote, all ayes, motion approved.
  - c. Closed (Executive) Session Board Meeting December 11, 2025: The minutes from the Closed (Executive) Session Board Meeting of December 11, 2025 were reviewed. This meeting was closed for 5 ILCS 120/2(d) the semi-annual review of closed session minutes. Motion to approve the minutes as amended made by Booth, 2nd by Stordahl. On voice vote, all ayes, motion approved.
4. Communications:
  - a. Public Comment: None
  - b. Correspondence: None
  - c. Introduction of Administrative Service Manager
    - i. Huffines introduced the new Administrative Services Manager, Hogan, to the board. Hogan gave a brief summary of her background.
5. Treasurer's report:
  - a. December 2025, Treasurer Stordahl reported that the Library opened the month with \$4,269,144.99 and closed with \$3,854,612.50. The library received no McHenry County Property Taxes and/or Lake County Property Taxes. Revenues of \$1,225 came from passport income as well as a non-resident fee of \$975.51.

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. December 2025, Treasurer Stordahl reported that the total approval of bills, transfers, and payroll through January 8 2026 was \$328,465.96.
- b. Bills paid included \$7,267.26 to Ingram and \$5,172.30 to Outsource IT Solutions. Motion to approve December bills made by Rank, 2nd by Booth. On roll call, all ayes, motion approved.

7. Statistics and Reports:

- a. December 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.
  - i. Garvin asked about PLA and shared that the library budgeted for Trustees to attend.

8. Unfinished Business:

- a. Discuss and Decide: Resolution No. 26-01-A Authorizing Membership of LIRA
- b. Resolution No. 26-01-A Authorizing Membership of LIRA was reviewed by Huffines. Motion to approve the resolution was made by Stordahl, 2nd by Booth. On voice vote, all ayes, motion approved.

9. New Business:

- a. Discuss and Decide: Resolution No. 26-01-B IMRF Authorized Agent
  - i. Resolution No. 26-01-B IMRF Authorized Agent was reviewed by Huffines. The resolution will appoint Hogan as the authorized agent. A motion to approve the resolution was made by Stordahl, 2nd by Rank. On voice vote, all ayes, motion approved.
- b. Discuss and Decide: Revise Personnel Policy, Medical Leave
  - i. Huffines reviewed the revised medical leave policy. Huffines explained that over the past few months, employees have used medical leave which was listed as FMLA in the policy. Although the library, as a public entity, qualifies for FMLA, the employees do not due to the size of the staff. It is important to have a policy in place that employees can use. The medical leave policy presented to the board is modeled after FMLA.
  - ii. McCullough requested some language changes to make the policy more inclusive.
  - iii. Motion to approve the Medical Leave policy as amended made by Rank, 2nd by Stordahl. On voice vote, all ayes, motion carried.
- c. Review of Annual Per Capita Grant Application

- i. Huffines reviewed information included in the Per Capita Grant application such as the Illinois Public Library standards which the board went over in September. She reviewed the standards that the library meets and the areas that need to be worked on in the coming year such as creating a succession plan for the Executive Director. Huffines will be submitting the application.

10. Any and all other business the Board may wish to discuss:

- a. Booth asked about records retention and what material board members need to keep. Huffines explained that there are duplicates of all of the material handed out to board members that are filed and board members can shred their duplicates.
- b. Shattuck asked if there are upcoming Mahjong programs for adults. There is one coming up in March.

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 7:56 PM.

Respectfully submitted,

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Secretary