

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, July 9, 2020**

**Minutes**

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:03 p.m.
2. **Roll call** - Present were Library Trustees Jan Polep and Teresa Sigsworth. Virtually present were Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower and Allison Richmond. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting June 11, 2020** - the minutes from the regular board meeting on June 11, 2020 were reviewed. Correction noted as to names listed for nominating committee Item 9 g. Motion to accept the minutes as corrected made by Sigsworth, seconded by Pinshower. On roll call all ayes, motion approved.
  - b. **Committee of the Whole Finance meeting June 23, 2020** - the minutes from the Committee of the Whole on June 23, 2020 were reviewed. Correction noted as to full titles and names of Assistant Directors in item #2. Motion to accept the corrected minutes made by Pinshower, seconded by Garvin. On roll call all ayes, motion approved.
  - c. **Committee of the Whole Finance meeting July 2, 2020** - the minutes from the Committee of the Whole on July 2, 2020 were reviewed. Motion to accept the minutes made by Garvin, seconded by Sigsworth. On roll call all ayes, motion approved.
4. **Communications** - The village is doing a strategic plan for the downtown area and Diane will be participating in that process. Schedules of board meetings for FY20/21 were sent out by Diane.
5. **Treasurer's report** - Pinshower reported the library opened with a balance of \$1,897,098.19. We received \$2,500.00 for a grant from IRMA for purchase of PPE equipment. Received \$801,842.00 in property taxes from McHenry County and \$41,511.26 from Lake County. The month ended with a balance of \$2,538,783.36. Motion to approve the treasurer's report by Garvin, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **June 2020** - Pinshower presented the board with bills, transfer and payroll totaling \$297,184.15. Multiple invoices for backlog of materials from Baker & Taylor (\$6,124.45) and Ingram (\$17,888.29). Database renewals included \$1,176.00 to Zoobean for the Beanstack app, \$7,803.91 to RAILS for Overdrive and AXIS 360, \$1,950.00 to Gale for Chilton, \$3,693.00 for Mango, \$1,297.92 to Proquest for Ancestry and Heritage Quest databases and \$1,800.00 for Niche Academy. Computer equipment purchases from CDW totaling \$6,014.94. Payment of \$1,200.00 to Amanda Standerfer for strategic planning from February meetings. Motion to approve the bills made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
7. **Statistics and Reports**
  - a. **June statistics** - circulation stats are up slightly with curbside pickup, yet still down 70% from June 2019. We had 1482 pickups for curbside, 146 for July 1-3. The drive-up is being

used for pickup of items.

- b. Dept. news** - to start up ILL again each CCS library has to opt into it and then the loans will only go back and forth from libraries that are opting in. CCS will allow opting in once a month. Webinar list from staff are the full-time staff working from home when not in the building. Streaming programming includes a count of live view vs. number of total views.

## 8. Unfinished Business

- a. Approve working budget for 2020-2021** - At the COW meeting the proposed budget draft #3 with tab #3 options (raises, HR Source adjustments and minimum wage increases) was the budget agreed upon. Pinshower motioned to approved, Garvin seconded. On roll call all ayes, motion approved. Discussed giving Diane her increase at this time along with all staff and the bonuses later on in the fiscal year; decision was made to include Diane in the raises with the other staff effective July 9, 2020.

## 9. New business

- a. Discuss and approve addendum to policy** - Diane presented 2 changes for the policy due to the guidelines for COVID-19 with social distancing. For unattended children we are changing from child age 9 and under could not be left unattended to age 13 and under must be with a parent to enter the library. Also had to increase the age of the caregiver from 14 to 16. For the statement on wearing face coverings we will add the sentence about compliance and asked to leave if they do not comply. Since it's an addendum Diane would like review it next spring as to whether we keep this in as an addendum, or permanently add to policy. Motion to approve the addendum as amended during the meeting made by Migaldi, Ciura seconded. On roll call all ayes, motion approved. Diane mentioned some other potential policy changes. She will bring to the August meeting a remote working policy for those staff who are working from home using library equipment. She asked if we should we have a COVID-19 travel policy for the staff. This could potentially make any employee who goes out of the country or to a high-risk state to require them then stay home for 2 more weeks to self-quarantine. After discussion it was determined we can encourage our staff to use good judgement for their travel plans, and advise us, but not create a full policy.

- 10. Any and all other business the Board may wish to discuss** - Karen learned she will be a co-presenter along with the Finance Director from Arlington Heights Public Library for a program at ILA that will be held virtually in October.

- 11. Adjourn** - Garvin motioned to adjourn, Sigsworth seconded. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

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Assistant Director of Support Services

Reviewed by,

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Secretary

