

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Thursday, August 13, 2020

7:00 p.m.

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:01 p.m.
2. **Roll call** - Present in the library were Library Trustees Jan Polep and Teresa Sigsworth. Present via Zoom 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, July 9, 2020** - the minutes from the regular board meeting on July 9th, 2020 were reviewed. Motion made by Garvin to accept the minutes, Sigsworth seconded. On roll call all ayes, motion approved.
 - b. **Committee of the Whole Strategic Planning meeting August 8, 2020** - the minutes from the Committee of the Whole meeting on August 8, 2020 were reviewed. Motion made by Pinshower to accept the minutes, seconded by Richmond. On roll call all ayes, motion approved.
4. **Communications** - no communications were reported.
5. **Treasurer's report, Treasurer**
 - a. **July 2020** - Pinshower reported the library opened the month with a balance of \$2,538,763.36. Property tax receipts from May to date are now reflected in the fund balances. Received \$41,865.79 from McHenry County and \$5,499.78 from Lake County. Received \$2,239.77 in Personal Property Replacement Taxes and Impact fees of \$2,400.00. Closed with balance of \$2,443,669.01. Motion made by Migaldi to accept the treasurer's report, seconded by Garvin. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **July 2020** - Pinshower presented the board with bills, transfer and payroll of \$359,377.59. Larger bills included payments to LinkedIn for Lynda.com \$6,000.00, \$15,118.68 to Cooperative Computer Services for the quarterly billing, \$1,872.74 to Baker & Taylor and \$8,803.98 to Ingram for library materials. Paying for some presenters even using Zoom for programming. Motion to approve the bills made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
7. **Statistics and reports**
 - a. **July statistics** - Statistics are showing slow improvement. Not a full month or full hours for July to compare with. We will include the numbers from the month before instead of comparing the same month from last year for remainder of the year. Many of the residents who signed up for digital cards over the closed period came in to get actual cards.

- b. **Dept. news** - there are less webinars viewed by staff, more online programs available for our patrons to view live and some are archived. Census Bureau did several days of training in the meeting room for the people who will be going out to homes to count residents.

8. Unfinished Business

- a. **Discuss the strategic planning process** - Amanda Standerfer is still working on compiling the information from the 4 meetings last week. There is a lot of information to be digested for the report and that will not be available until later in the month.

9. New business

- a. **Discuss and approve Ordinance No. 20-08-01, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020/2021** - Annual ordinance that authorizes and appropriates our budget for the fiscal year. There will be transfers to Special Reserve and Liability from the General Fund. Little tighter in the amounts than previous B&A but there still has to be a cushion for unanticipated purchases outside of the working budget. Ordinance was reviewed by the attorney. Total aggregate appropriation of \$2,820,100.00. Motion to approve Ordinance No. 20-08-01 made by Garvin, seconded by Richmond. On roll call all ayes, motion approved.
- b. **Discuss and approve Ordinance No. 20-08-02, Ordinance Authorizing Transfer of Funds to Special Reserve** - Ordinance to move \$500,000.00 from the General Fund to the Special Reserve Fund. Motion to approve Ordinance 20-08-02 made by Migaldi, seconded by Ciura. On roll call all ayes, motion approved.
- c. **Discuss and approve Ordinance No. 20-08-03, Ordinance Transferring Funds from Library Fund to Liability Insurance Fund** - Ordinance to transfer \$11,000.00 from the General Fund to the Liability Insurance fund. Motion to approve Ordinance 20-08-03 made by Migaldi, seconded by Sigsworth. On roll call all ayes, motion approved.
- d. **Secretary's audit for the Illinois Public Library Annual Report (IPLAR)** - no vote required, requires it to be signed by the board president and vice president.
- e. **Discuss and approve telecommuting policy** - Diane would like to change the wording to Remote Work Policy instead of Telecommuting. Crafted from other library policies and will give the employees guidance on requirements for remote work. There will also be a signoff sheet for the staff to acknowledge the requirements and any library equipment they are given to use from home. Staff use library equipment vs. logging into the ILS from a personal home computer for security reasons. Diane will review it with the attorney, make the suggested adjustments and bring back to the next board meeting. Once the policy is approved Mona will create the signoff sheets.
- f. **Discuss and approve closing on Saturday, September 5** - We will be closed on Sept. 6th and 7th for Labor Day holiday. Because 2 more libraries are joining CCS, the system will be offline Saturday Sept. 5th through Tuesday Sept. 8th. We would only be open for 5 hours that Saturday with no catalog access and writing down the checkouts. Motion to approve closing on Saturday Sept. 5th by Migaldi, seconded by Ciura. On roll call all ayes, motion approved.
- g. **Discuss and approve Covid 19 Relief Fund Intergovernmental Agreement** - Requirement of a grant Karen applied for CARES Act funds towards PPE purchases. Motion to approve the Intergovernmental Agreement with Lake County made by Sigsworth, seconded by Pinshower. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss - Annual FOIA request from the Better Government Association for employee salaries paid out for 2019. Diane sent in response to the FOIA today.

11. Adjourn - Motion to adjourn made by Migaldi, seconded by Sigsworth. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary