

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, October 8, 2020

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m.
2. **Roll call** - Present via Zoom were Library Trustees: Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower, Jan Polep and Allison Richmond. Present in the Library was Teresa Sigsworth. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds. Also present via Zoom was Brad Porter from Lauterbach & Amen.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting September 10, 2020** - the minutes from September 10, 2020 were reviewed. Correction to item 7B, District 47 should be District 26. Motion to approve the minutes as corrected made by Sigsworth, seconded by Garvin. On roll call all ayes, motion approved.
 - b. **Committee of the Whole Strategic Plan meeting September 10, 2020** - the minutes from the Committee of the Whole Strategic Plan meeting were reviewed. There was a correction to the mission statement. Motion to approve the minutes as corrected made by Pinshower, seconded by Ciura.
4. **Communications**
 - a. **Lauterbach & Amen presentation of the FY 2019/2020 audit** - Brad Porter presented the audit for FY19/20. The Library received an unmodified opinion, cleanest form of opinion in accounting standards. Good healthy fund balances with the \$500,000.00 transfer from General Fund to Special Revenue. The Net Position of Liability for the IMRF fund has a 37% reduction over the previous year. This was a result of IMRF having good revenue return. Management letter for recommendations and our answers. One item referenced the Other Special Funds (FICA, IMRF, Unemployment and Liability) not showing the required three-month minimum balance to be in line with the investment policy. 2nd item addressed four-line items in the budget that exceeded the approved amount. He stressed that all comments from L&A are just recommendations, not an indication of poor reporting or accounting.
5. **Treasurer's report** - Pinshower reported the library opened the month with \$2,382,211.81. McHenry County tax season is extended to Feb 2021 and they will distribute every 2 weeks. Received \$697,232.92 from McHenry County and \$28,942.94 from Lake County. The month closed with balance of \$2,979,182.61. Motion to accept the treasurer's report made by Sigsworth, seconded by Garvin. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **September 2020** - Pinshower presented the board with checks, payroll and transfers totaling \$290,913.75. Larger bills included \$8,132.81 to Ingram, \$5,700 to Lauterbach and Amen for the audit and \$14,000 to Midwest Tape for Hoopla. Motion to approve paying the bills made by Garvin, seconded by Richmond. On roll call all ayes, motion approved.

7. Statistics and Reports

- a. **September statistics** - Circulation only down 3.97% over last September yet gate count is down by 2/3. More items are going out either through the drive-up or through our various online services.
- b. **Dept. news** - Diane is attending various virtual offerings from our Insurance company IRMA. Normally they do a one-day summit but this year each topic is separate to view via Zoom. She will also be attending ILA virtually over 3 days. Good attendance at our virtual programs. If interested in the Fundraising program the day before next month's meeting let Diane know and she'll let Amanda know. All staff watched a webinar on handling Covid behaviors in the library for our staff training on Oct 2nd.

8. Unfinished Business

- a. **Discussion and approval of the Remote Work Policy** - Diane reworked based on Jean's suggestions and formatted into the current policy. Going forward the request is voluntary. If the state mandates us to stay home; there is a statement about certain circumstances that would cover a mandated stay at home order. Clarified working at least a year, again only on the voluntary, not in a mandatory situation. Motion to approve the remote work policy with the suggested change to remove the one-year requirement made by Pinshower, seconded by Polep. On roll call all ayes, motion approved.
- b. **Discussion and approval of the Strategic Plan** - Implementation to begin in January 2021 and start reporting in July 2021. Plan would go through 2023 but as we work with the plan we could potentially add more activities which would then extend the plan up to 2025. The team's next step will be to continue to work on the activities to go with the goals. They will come from the retreats and staff input that was collected and they have a guideline to work through to develop the activities. Discussion about how the statistics could adjust as we report on the activities in the board reports. Diane will share the activity report even though the activities are not set; they were suggestions from Amanda based on the information from the retreats. Motion to accept the first 8 pages of the Strategic plan and direct the staff to work on the activities in alignment with the plan to begin in January 2021 made by Ciura, seconded by Pinshower. On roll call all ayes, motion approved.

9. New business

- a. **Discuss and accept the FY 2019/2020 audit** - motion made by Garvin to accept the audit as presented, seconded by Pinshower. On roll call all ayes, motion approved.
- b. **Discussion and approval of Resolution No. 20-10-A a resolution determining amount of money estimated to be necessary to be raised by taxation for the 2020/2021 fiscal year** - this is the Truth in Taxation component needed before approving the levy next month. It's not a total flat levy but under 5%. Motion to approve Resolution No. 20-10-A made by Sigsworth, seconded by Garvin. On roll call all ayes, Migaldi abstained. Motion approved.
- c. **Discuss and approve installation of five Oxy-4 Respicare Systems (Advanced purification for indoor air)** - the system will not only improve the air quality for Covid-19 but also remove mold, mildew and other viruses. Quote was for 5 units (one per HVAC unit) at a cost of \$4,995.00. This will be covered by the CARES grants that we have applied for. Motion to approve the installation made by Garvin, seconded by Sigsworth. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss - Karen reported the Friends of the Library are going to hold a small sale 3 days in November. Not all materials but things like adult fiction, coffee table books, Christmas books and puzzles. Early voting begins here on Oct 19th in half of the room and the general election will be on Nov. 3rd using the whole room.

11. Adjourn - motion to adjourn made by Ciura, seconded by Sigsworth. Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary