

# CARY AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING

Thursday, September 10, 2020

7:00 p.m.

### MINUTES

Corrected 10/9/2020

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:20 p.m.
2. **Roll call** - Present were Library Trustees Jean Ciura, Jan Polep and Teresa Sigsworth. Present via Zoom were 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 August 13, 2020** - the minutes from the regular board meeting on August 13, 2020 were reviewed. Motion to approve the minutes made by Garvin, seconded by Sigsworth. On roll call all ayes, motion approved.
4. **Communications** - Registration is open for the ILA virtual conference that runs October 20 to 22. Fee for the 3 days is \$100.00. Some trustee programs are available but not all scheduled on one day.
5. **Treasurer's report**
  - a. **August 2020** - Pinshower reported the library opened the month with a balance of \$2,443,669.01. Continue to receive property taxes; \$50,198.56 from McHenry County and \$3,595.70 from Lake County. Received \$35,306.25 for last year's per capita grant. Our investment group PMA has reported that as of August 3<sup>rd</sup> their IPrime Fund has achieved \$1 Billion in asset balances. The month closed with a balance of \$2,382,211.18. Motion made by Migaldi, seconded by Ciura to accept the treasurer's report. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **August 2020** - Pinshower presented the board with bills, payroll and transfers totaling \$225,317.55. Library paid \$2,020.00 to Taurus Construction for some wall repair and painting of the staff restroom, \$3,344.35 to ProQuest for the Ancestry and Heritage Quest database renewals and \$5,021.36 to Ingram for materials. Motion to approve the bills made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
7. **Statistics and reports**
  - a. **August statistics** - Circulation is up 17% over last month, only 20% down from same month last year. We have a full month of interlibrary loans that helped bring up the checkouts. We have to now quarantine 7 days for all items coming in. First overdues do not pop up until 10 days after items are due.
  - b. **Dept. news** - Staff are continuing to do virtual one on one training and passport agents are doing their annual renewal training. Not sure when we can start offering the service again. From Diane's ICG meeting she shared that District 26 will determine next step for learning in 6 weeks. Park district doing well with outdoor programs and the aquatic center will have a ground breaking soon and open in 2022.

**8. Unfinished Business**

- a. Remote work policy** - Diane first discussed the law about reimbursing for internet data when working from home. The Illinois Wage and Payment Act that was effective January 1, 2019 stated that if work from home was required by the library then we have to reimburse for certain expenses like cell phone use or data. Diane and Mona had made revisions based on the conversation from the previous board meeting. A request form was added to be signed off by the employee. Diane will have the attorney review this after approval before sharing it with the staff. Jean also submitted some edits via email for the documents. Scott felt the policy itself was too long and the form would be enough. Scope of remote work, security would still need to be defined if we kept just part of it. Diane and Mona will do another revision and share with the board before next month's meeting for edits.
- b. Strategic plan** - follow up from the earlier meeting prior to the board meeting. The planning team will meet again to finalize the plan before next month's meeting.

**9. New business** - Diane will have nominating petitions available Sept 22<sup>nd</sup> for the 4 open trustee terms that will be up in May 2021. There are three 6-year terms and one 4-year unexpired term that will be on the April 6<sup>th</sup>, 2021 ballot. Petitions are due back between Dec 14<sup>th</sup> and Dec. 21<sup>st</sup>. 50 signatures are required on the petitions. When the petitioner files the statement of economic interest with the clerk's office that will be by appointment only as the county buildings are not open for walk in traffic.

**10. Any and all other business the Board may wish to discuss** - Teresa commented on the new display of the Library of Things items next to the holds.

**11. Adjourn** - Motion to adjourn made by Sigsworth, seconded by Garvin. The meeting adjourned at 8:30 p.m.

**Respectfully submitted,**

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**Assistant Director of Support Services**

**Reviewed by,**

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**Secretary**