

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, November 12, 2020**

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:02 p.m.
2. **Roll call** - Present via Zoom were Library Trustees: Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower, Allison Richmond and Teresa Sigsworth. Present in the library were Trustee Jan Polep, 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 October 8, 2020** - The minutes from the regular board meeting on October 8, 2020 were reviewed. Motion made by Garvin to approve the minutes, seconded by Pinshower. On roll call all ayes, motion approved.
4. **Communications** - Diane attended a village meeting about the TIF districts. TIF 1 which includes the Jandus Cutoff area. When it expires next year will increase the EAV \$744,751.00 (not all ours). This will be included in the levy next year. There are plans for a Thornton's gas station and car wash on the property. On a recent patron comment card: "need ambient music; the library is too quiet."
5. **Treasurer's report, Treasurer**
 - a. **PMA Investments update** - Long detailed the transfer of \$1,935,000.00 from 5/3 Bank to PMA for investing; \$1,300,000.00 to operating, \$635,000.00 to Special reserve. Invested \$799,900.00 for the operating fund and \$498,900.00 for the special reserve fund. Rates are very low and projected to remain that way by our PMA advisor. There is still approximately \$500,000.00 in each account for future purchases.
 - b. Pinshower reported the library opened with a balance of \$2,979,182.61. The library received tax receipts from McHenry and Lake totaling \$226,676.64 and \$4,046.68 in Personal Property Replacement Taxes. The month ended with a balance of \$3,065,576.66. Motion to approve the treasurer's report made by Garvin, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **October 2020** - Pinshower presented the board with bills, payroll and transfers totaling \$315,056.18. Larger bills included \$4,663.95 to Amanda Standerfer for the balance of the Strategic Plan consulting work and the webinar on Nov. 10th for staff and board members, the quarterly payment of \$15,118.68 to Cooperative Computer Services, \$14,000.00 to Insight for our wireless access points and 5-year maintenance, \$11,030.00 to Lyngsoe Systems for the sorter maintenance and \$3,911.00 to Sherman Mechanical for the Oxy-4 Respicare System for the HVAC units. Motion to approve the bills made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.

7. Statistics and Reports

- a. **October statistics** - Circulation is down only 1.46% over last October and there were more new patron cards added. Gate count high for front door due to early voting, indoor gate counts up approximately 1000 over September 2020 gate count.
- b. **Dept. news** - Virtual programming is doing very well, some are watched live, or watched afterwards. For some craft programs we provide the material packets and patrons come pick them up. Mona and Karen are working on the transition of pages to the public services department. Karen working on the grants for CARES act (Lake County) and Local CURE (State) for unbudgeted COVID related costs.

8. Unfinished Business - no unfinished business was discussed.

9. New business

- a. **Discussion and approval of Ordinance No. 20-11-01, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2020/2021** - Annual levy to request the funds from the county. Motion to approve Ordinance No. 20-11-01 made by Pinshower, seconded by Ciura. On roll call Ciura, Garvin, Pinshower, Polep and Richmond aye, Migaldi & Sigsworth abstained. Motion approved.
- b. **Discuss 2021 holidays** - We have to update CCS with our closed holidays for 2021. Based on our policy, library will close on July 5, 2021, Dec 26, 2021 and Jan 2, 2022 in addition to our regular holidays.
- c. **Deputize employees for the purpose of receiving petition packets** - McNulty had Sigsworth sign paperwork for designated staff to accept nominating petitions in December.
- d. **Discuss *Serving Our Public*, Chapters 1-6, for Per Capita grant requirements** – the first six chapters of *Serving Our Public* were reviewed.
- e. **COVID discussion** – Rising cases in past 2 weeks and staff are questioning what are the plans. Diane would like to stay in alignment with Tier 1, 2 and 3 of the Governor’s plan. There are no specific guidelines for libraries so we have been aligned with the retail guidelines. If McHenry County gets to Tier 3, we would go back to curbside pickup and cut down the hours. Board will be kept advised by Diane as conditions change.

10. Any and all other business the Board may wish to discuss - Teresa commented about a Huntley patron who is using our library. Allison asked for a friend about the trustee openings.

11. Adjourn - Motion to adjourn made by Migaldi, seconded by Richmond. Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary

