

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, January 14, 2021**

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m. In the absence of Teresa Sigsworth, Pinshower was named Secretary pro tem.
2. **Roll call** - Present via Zoom were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jason Pinshower, Allison Richmond. Trustee Jan Polep was present at the library along with 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 December 10, 2020** - the minutes from the regular board meeting on December 10, 2020 were reviewed. Motion to approve the minutes made by Garvin, seconded by Ciura. On roll call all ayes, Pinshower abstained.
4. **Communications**
 - a. **Legislative Meet-up, February 15, 2021, 9:00 am- 10:30 am** - virtual meeting. Diane can forward the link to sign up if interested. Free for trustees to attend.
 - b. **Cary Business Roundtable Luncheon with the Mayor, Thursday, March 18, 2021**- at this time this is scheduled to be an in-person event.
 - c. **RAILS trustee event in January 20th, 2021** – seminar includes budgetary best practices and trustee onboarding.
5. **Treasurer's report** - Pinshower reported the library opened the month with a balance of \$2,917,779.71. Received \$3,294.23 in receipts from McHenry County and \$1,730.50 from Lake County. Received \$2,744.20 in Personal Property Replacement Taxes. Grant funds received for CARES act; \$3,439.45 from Lake Co and \$7,890.31 from the state grant. The month closed with a balance of \$2,658,788.59. Motion made by Garvin to approve the treasurer's report, seconded by Migaldi. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **December 2020** - Pinshower presented the board with bills, payroll and transfers totaling \$329,501.74. Larger bills included \$1,940.00 to LANSNO, \$3,054.50 to Baker & Taylor, \$1,638.60 to Otis elevator, EBSCO renewal of \$5,579.26 and \$5,190.34 to Ingram. We did not cut a check to pay for our yearly renewal for IRMA. They returned funds to the pool based on good investments. Our reserve is at \$116,087.00 before the renewal; the \$27,888 due for the year will be paid via the credit. Motion made by Ciura to approve the bills, seconded by Migaldi. On roll call all ayes, motion approved.

7. Statistics and Reports

- a. **December statistics** - Circulation is down but December is historically a slow month. Overall circulation from Nov. to Dec. was down 20% with only drive-up services. Card holder purge also occurred in the month.
- b. **Dept. news** - Not planning on using the Emergency Closing Center; they want to charge \$25 annual fee. We have other ways to get the word out if we close for weather (website, social media). Winter reading signup began last week, 91 adults, 15 teens, 26 independent readers, 35 young readers in first week. KnowB4 is a new source for training topics. Includes cyber security that we will be utilizing with staff. Some HR training modules are also included; paid for this service in this month's bills. Board openings; 4 candidates running; three for the six-year terms. Jan will be a write-in candidate for the 4-year unexpired opening.
- c. **Current library services** - Continuing homebound visits, virtual appointment for book an expert. Make and takes are popular; they are in the lobby for patrons. Will adjust closing hours on Jan 11th to keep the drive-up open to 8pm Monday to Thursday for holds pickup. Found we would have lines between 5 and 6pm. Management team will be meeting on Monday Jan 18th to discuss the plan to reopen. Tentative date is Feb 1st. Libraries are listed in McHenry County Health Department vaccination plans for Phase 2, after Phase 1a, 1b and 1c.
- d. **Strategic plan update** - activity plan is still a draft, WHO column has been filled in and some timeline areas filled. Jean Pierce's replacement started here last week and will be tasked with part of the plan. Official start of plan is July 1, 2021 and there is still some work to be done to get the plan ready. There will not be an update in February due to reopening activities.

8. **Unfinished Business** - no unfinished business was discussed.

9. New business

- a. **Extension of FFCRA** - Long explained that while the federal requirements for FFCRA expired at the end of December there is the option for employers to choose to extend it voluntarily to March 31st, 2021. The idea is to allow part time staff to still take the Emergency Sick pay or Emergency Family leave if necessary to continue to prevent the spread of COVID-19. The library does not qualify for tax credits and Diane budgets for each part time employee to be paid for the entire year. Small amount if we pay someone else to cover a shift while paying the employee to stay home. Migaldi motioned to extend the FFCRA leave to June 30th, 2021, seconded by Pinshower. On roll call all ayes, motion approved. To be revisited with budget discussion in May/June 2021 whether to extend past June 30th.
- b. **Discuss executive director evaluation tool** - Diane provided the current review form that has been used along with several forms from other libraries. Park Ridge form was Tom's choice. Diane said the director puts her goals above the comments section so that the board can review the goals with each section. Discussion included concerns about only have 3 levels of ratings (along with wording) but 6 may be too many. Scott brought up that the review should look at what impact or improvement to the library and community has been achieved, not just meeting goals. Diane will try to get some more examples. Will be on the agenda to discuss again next month.

10. **Any and all other business the Board may wish to discuss** - Allison will miss the February meeting.

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

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary