

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Thursday, April 8, 2021

7:00 pm

MINUTES

Corrected 5/17/2021

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 Tom Garvin, Jean Ciura, Scott Migaldi, Jason Pinshower, Allison Richmond and Teresa Sigsworth; Jan Polep was present in the library. Also present in the library were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds. Christina Rank also joined via Zoom.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting March 11, 2021** - the minutes from the regular board meeting on March 11, 2021 were reviewed. Motion made by Pinshower to approve the minutes, seconded by Garvin. On roll call all ayes, motion approved, Sigsworth abstained.
4. **Communications** - Diane attended the Chamber Roundtable luncheon last month. Link to the Mayor's slides are on the village website. Chamber annual dinner is later in April.
5. **Treasurer's report** - Pinshower reported that the library opened the month with a balance of \$2,403,558.42 - Lake County is going back to 2 installment payments for 2021. Closed with \$2,268,585.31. Motion made by Migaldi to accept the treasurer's report, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **March 2021** - Pinshower presented bills, transfers and payroll totaling \$228,791.94. Larger payments included \$1,836.00 to Automatic Fire and \$1,245.70 to Sentry Security; both were for a weekend call related to a faulty alarm. Paid Ingram \$5,716.57 for print materials, \$1,950.00 to Robert Smith for legal services and \$2,251.00 to Heartland Cabinetry for the new lobby chair rail. Motion to approve the bills made by Garvin, seconded by Sigsworth. On roll call all ayes, motion approved.
7. **Statistics and Reports**
 - a. **March statistics** - March 2020 was half a month open before COVID shutdown, this March circulation is up 55% over March 2020 and 5000 more items over February 2021. Hours increased to 9:00 p.m. Monday to Thursday starting this week. Early voting had 543 voters, 238 on Election Day.

- b. **Dept. news** - Virtual programming continues to do well. Our passive programming statistics are improving with all the make and take craft activities we offer. At the April staff meeting Diane addressed our cybersecurity training, budgeting, levy, salary scale, staff culture and EDI (Equity, Diversity and Inclusion).
- c. **Strategic Plan report** - Activity plan was presented to staff at the April staff meeting.

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

9. **New business**

- a. **Discuss and approve Resolution No. 21-04-A Resolution Determining Financing of Amended Building Plan** - Diane had shared the resolution prior to the meeting. Last month's resolution had the preliminary figures. Added \$1,000.00 more for landscaping and \$6,000.00 more for the sealcoating and striping. These items will be paid out of the special reserve fund. Motion made by Sigsworth to approve Resolution 21-4-A, seconded by Garvin. On roll call all ayes, motion approved.
- b. **Discuss and approve Ordinance No. 21-03-01 AMENDED Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020/2021** - Because we received grant funds for CARES act that were not anticipated this amended B&A allows us to spend the funds. 4118 Custodial account was increased to cover all the PPE products bought. Also added a revenue line to reflect what we received. Motion to approve Ordinance **21-03-01** made by Pinshower, seconded by Migaldi. On roll call all ayes, motion approved.
- c. **Discuss and approve contract for audit services** - Diane presented a 3-year contract for Lauterbach & Amen beginning with FY 20/21 audit. \$6,700.00 for first year, \$6,870.00 for 2nd year and \$7,040.00 for final year in 2023. Motion to approve the contract for auditing services made by Migaldi, seconded by Ciura. On roll call all ayes, motion approved.
- d. **Executive Director annual evaluation** - used the revised evaluation form that had been shared with Diane prior to the meeting. Board discussion about the various points of the review. Overall a good review and the numbers for the categories reflected that. Allison brought up the point that some parts of the evaluation are hard to score if it's something the board member cannot directly "view" Diane performing. That might need to be addressed differently in future review forms. Jean felt that Diane's comments on her goals do not adequately reflect all that she does, she would like to see more description and statistics to help the board with her monthly reports. Teresa and Jan both shared that this open discussion is a much better way to do the evaluation. Discussion about forecasting 3- 5 years of fiscal planning to keep board apprised of what spending could be coming related to upcoming budgets. Diane will have her goals for FY21/22 by July. Will have discussion about the compensation when discussing the budget.

10. Any and all other business the Board may wish to discuss - Diane shared the timeline of what service items will be added back each month. Diane and Jan will be attending some ILA trustee Saturday programs; one a month for 3 months between March and May.

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

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary