

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Thursday, June 10, 2021

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m.
1. **Roll call Secretary** - Present were Library Trustees Tom Garvin, Scott Migaldi, Jason Pinshower, Jan Polep, Christina Rank and Teresa Sigsworth. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds. Trustee Jean Ciura was attending via Zoom. Guest from the public Jamie Gudino.
2. **Approval of board minutes from:**
 - a. **Regular Board meeting May 13, 2021** - the minutes from the regular board meeting on May 13, 2021 were reviewed. Motion to approve the minutes made by Migaldi, seconded by Sigsworth. On roll call all ayes, motion approved.
 - b. **Finance Committee meeting May 11, 2021** - the minutes from the Finance Committee meeting on May 11, 2021 were reviewed. Motion to approve the minutes made by Pinshower, seconded by Migaldi. On roll call all ayes, Sigsworth abstained. Motion approved.
3. **Communications** - no communications were shared.
4. **Treasurer's report** - Pinshower reported that the library opened with a balance of \$2,151,922.10. Received taxes from McHenry County totaling \$643,325.99, impact fees of \$1,920.00 and the quarterly grant from CCS totaling \$11,992.24. The month closed with a balance of \$2,067,866.37. Motion made by Garvin to approve the treasurer's report, seconded by Sigsworth. On roll call all ayes, motion approved.
5. **Approval of bills**
 - a. **May 2021** - Larger bills included: parking lot sealcoating and repairs were paid to RA Peterson \$18,000, \$6,478.68 to Ingram for materials, \$1,443.95 to The Barn Nursery for replacement plants and bushes, \$1,176.00 to Zoobean for the Beanstack renewal and \$5,925.25 to Chase for the debt certificate interest payment. Total for bills, transfers and payroll is \$321,970.43. Motion made by Sigsworth to approve paying the bills, seconded by Garvin. On roll call all ayes, motion approved.
6. **Statistics and Reports**
 - a. **May statistics** - Circulation was up over May of 2019; reciprocal borrowing is increasing again. More Crystal Lake users since they are still closed. This is the last month of the patron card purge from CCS cleaning up the database.
 - b. **Dept. news** - Staff meeting last Friday. Discussion about special populations with the staff; this is one component of the strategic plan. Good turnout at some of the live adult programs. The Take and Make programs are still popular.

7. Unfinished Business

- a. **Discuss and update mask and unattended child policies** - Both of these policies were temporarily in force due to COVID. The policy developed last year was full masking in the library. McNulty would like to have the policy amended to be that vaccinated patrons can come in without a mask, the unvaccinated patrons will be encouraged to wear a mask. Staff can make their own choice in both the staff space and the public space. Would also like to change the unattended child policy back to 9 and under with a parent, over 10 without a parent.
- b. **Discuss and approve working budget** - McNulty updated the changes made since the last COW meeting on Budget Draft #2 (items in red). We have the medical increase of up to 10%; dental won't come in until later in fall. The bottom line is under by \$15,918.66. Motion by Pinshower to approve the working budget, seconded by Garvin. On roll call all ayes, Rank abstained. Motion approved.

8. New business

- a. **Discussion and Approval of Ordinance 21-06-01 Setting Schedule of regular meetings** - all board meetings are scheduled for the 2nd Thursday of each month. Motion made by Migaldi to approve Ordinance 21-06-01, seconded by Pinshower. On roll call all ayes, motion approved.
- b. **Discussion and Approval of Ordinance 21-06-02 Appointing Attorney** - appoint Robert W. Smith to continue as library attorney. Motion made by Migaldi to approve Ordinance 21-06-02, seconded by Sigsworth. On roll call all ayes, motion approved.
- c. **Discussion and Approval of Ordinance 21-06-03 Appointing Auditor** - appoint Lauterbach and Amen to continue as the library audit firm. Motion made by Migaldi to approve Ordinance 21-06-03, seconded by Pinshower. On roll call all ayes, motion approved.
- d. **Discussion and Approval of Ordinance 21-06-04 Appointing Bookkeeper** - appoint AMCO services to continue as the library bookkeeper. Motion made by Migaldi to approve Ordinance 21-06-04, seconded by Sigsworth. On roll call all ayes, motion approved.
- e. **Discussion and Approval of Resolution 21-06-A Authorizing Public Library District Non-Resident Cards** - Annual resolution to continue to offer non-resident cards. Motion made by Migaldi to approve Resolution 21-06-A, seconded by Pinshower. On roll call all ayes, motion approved.
- f. **Discuss and approve revised Building Plan** - approved funding of this last month. This resolution has the adjusted cost of the sprinkler system repair; amount is up to \$150,000 for the repair. New total of the building is \$251,500.00. This resolution was numbered the same as the non-resident resolution by the attorney. Motion made by Migaldi to rename the Non - Resident card resolution from 21-06-A to Resolution 21-07-A, seconded by Pinshower. On roll call all ayes, motion approved. Motion made by Migaldi to approve revised building plan as 21-06-A, seconded by Sigsworth. On roll call all ayes, motion approved.
- g. **Call for nomination of officers** - candidates of Polep for President, Migaldi for Vice President, Pinshower for Treasurer and Sigsworth for Secretary. No other nominations were called for.

- h. **Election of officers** - no objection to the nominated slate of officers. On roll call all ayes, motion carried.
9. **Executive Session 5 ILCS 120/2(c)21 for semi-annual review of minutes and 5 ILSC 120/2 (c)1 performance and compensation of the library director** - There are no minutes to approve, they were discussed in open session at the December 10, 2020 meeting. McNulty shared that the overall pool for raises for the staff is 4.5%; everyone will get 2% up to 9.5% due to the adjustments to the minimum wage. Motion made to go into executive session by Migaldi, seconded by Sigsworth. On roll call all ayes, motion approved. The meeting went into Executive Session at 8:35 p.m. The meeting returned to open session at 8:52 p.m. Decision made to give the director a 4% raise. Motion to approve the director's compensation increase of 4% for FY21/22 made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
10. **Any and all other business the Board may wish to discuss** - Long informed the board that due to the early July meeting and the holiday that the board packets may not be ready until July 7th or the morning of July 8th.
11. **Adjourn** - motion to adjourn made by Sigsworth, seconded by Garvin. The meeting adjourned at 8:58 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary