

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, May 9, 2024

7:00 PM

Cary Area Library

1606 Three Oaks Road

MINUTES

1. Call to order, Board President Jan Polep, called the meeting to order at 7:15 PM.
2. Roll call, Secretary- Present were Library Trustees: Gayle Booth, Theresa Hart, Jan Polep, Christina Rank and Lisa Stordahl. Also present were Executive Director Mona Reynolds, Assistant Director Becky Oberhauser and Administrative Services Manager Dawn Ferree. Absent: Tom Garvin and Scott Migaldi.
3. Approval of board minutes from:
 - a. Regular meeting April 11, 2024: The minutes from the regular Board Meeting from April 11, 2024 were reviewed. Motion to approve the minutes made by Stordahl, 2nd by Booth. All ayes, motion approved.
4. Communications:
 - a. Public Comment: None.
 - b. Correspondence:
 - a. Oberhauser is working with other libraries to find ways to increase library card sign up for children. Reynolds proposed that all children are allowed to receive a library card and will bring this forward as a policy change in June.
 - b. Freedom of information guide: Reynolds received information from another library on how to be compliant with the Freedom of Information that will be displayed at the Library.
5. Treasurer's report:
 - a. April 2024, Treasurer Stordahl reported that the library opened the month with \$2,791,270.20 and closed with \$2,646,286.77. The Library received no McHenry County or Lake County Property Taxes this month. Revenues of \$2010 came from passport income and \$2,714.11 in PPRT. Motion to approve the treasurer's report made by Booth, 2nd by Rank. On roll call, all ayes, motion approved.
6. Approval of bills:
 - a. April 2024, Treasurer Stordahl reported that the total approval of bills, transfers and payroll through May 9, 2024 was \$343,246.05.
 - b. Bills paid included \$6,541.37 to Ingram Library Services and \$14,876.55 to Cooperative Computer Services. Motion to approve April bills made by Rank, 2nd by Hart. On roll call, all ayes, motion approved.
7. Statistics and Reports:
 - a. April statistics: See open.gov for statistics. Reynolds reviewed statistics.
 - b. Department news: The Public Services department name is being changed back to Circulation. Reynolds discussed memory kits. There were preschool visits this past month. The Library was present at the STEM Expo at Deerpath and the Science Fair at Three Oaks School. A total of 625 solar eclipse glasses were distributed to patrons for the October 2023 and April 2024 eclipses. PLA notes from staff attendees were included in the packet and were well received by the Board.
 - c. Executive Director's report: Reynolds covered the areas she has been working on this past month as outlined in her report. This included working on the budget and annual reviews. Narcan will be part of

the training for the staff in June. Reynolds wrote up her takeaway from the HR conference she attended this past month.

8. Unfinished Business:

- a. For discussion and decision: Collections services contract with Unique. A motion was made by Rank to cancel the collection services contract with Unique (written in 1998), 2nd by Hart. On roll call, all ayes, motion approved.
- b. For discussion and decision: Annual Intergovernmental Agreement for the driveway. A motion was made by Hart to renew the Annual Intergovernmental Agreement for the driveway, 2nd by Stordahl. All ayes, motion approved.

9. New business:

- a. Election and Officers: Polep nominated herself for president. Polep nominated Migaldi for vice-president. Stordahl agreed to be treasurer. Rank agreed to be secretary. A motion was made by Booth to approve the slate of officers, 2nd by Hart. All ayes, motion approved.
- b. For discussion and decision: Period products in public bathrooms. After discussion with the Board for the reason behind adding period products in both the women's and men's bathroom, a motion was made by Rank to have the Library provide period products in both public bathrooms, 2nd by Hart. On roll call, all ayes.

10. Executive Session 5 ILCS 120/2(c)21 for semi-annual review of minutes and 5 ILCS 120/2(c)1 performance and compensation for the library executive director.

- a. There were no closed session minutes requiring review at this time.
- b. Reynolds reviewed her performance based on the goals established with the Board in October 2023 prior to a motion being made by Booth to discuss Reynolds' annual compensation as library executive director, 2nd by Rank. All ayes, motion carried. The meeting went into executive session at 8:26pm. The meeting returned to open session at 8:49pm.
- c. Hart made a motion to approve executive director Reynolds compensation of a 5.75% raise for her excellent F24 performance, 2nd by Booth. On roll call, all ayes. Motion approved.

11. Any and all other business the Board may wish to discuss: a few minor items were discussed.

12. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Stordahl. All ayes, motion approved. Meeting adjourned at 8:54 PM.

Respectfully submitted,

Secretary