

## CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, August 8, 2024

7:00 PM

Cary Area Library

1606 Three Oaks Road

### MINUTES

1. Call to order, Board Vice President Scott Migaldi, called the meeting to order at 7:00 PM.
2. Roll call, Secretary- Present were Library Trustees: Gayle Booth, Tom Garvin, Scott Migaldi, Christina Rank and Lisa Stordahl. Also present were Executive Director Mona Reynolds, Assistant Director Becky Oberhauser and Administrative Services Manager Dawn Ferree. Absent: Theresa Hart and Jan Polep.
3. Approval of board minutes from:
  - a. Regular meeting July 11, 2024: The minutes from the regular Board Meeting of July 11, 2024 were reviewed and a correction was made to the treasurers' report. Motion to approve the corrected minutes made by Stordahl, 2nd by Booth. All ayes, motion approved.
4. Communications:
  - a. Public Comment: None.
  - b. Correspondence: Reynolds met with the Crystal Lake Library on how to handle non-resident boundaries. A letter from 2002 indicated the use of 31 and 176 as boundaries for non-residence fee cards. Both Libraries agreed to continue to use 31 as the boundary (Cary Library east of Rt. 31, Crystal Lake west of Rt. 31) which has essentially been the practice over the past 10 years. The 176 boundary is no longer relevant.
5. Treasurer's report:
  - a. July 2024, Treasurer Stordahl reported that the library opened the month with \$3,539,595.17 and closed with \$3,456,891.37. The Library received \$54,307.62 in McHenry County Property Taxes and \$1,189.73 in Lake County Property Taxes this month for a total of \$55,497.35. Revenues of \$1,365.00 came from passport income. Motion to approve the treasurer's report made by Garvin, 2nd by Booth. On roll call, all ayes, motion approved.
6. Approval of bills:
  - a. July 2024, Treasurer Stordahl reported that the total approval of bills, transfers and payroll through August 8, 2024 was \$403,110.84.
  - b. Bills paid included \$14,170.10 to Cooperative Computer Systems, \$8,061.16 to Ingram Library Services and two separate payments of \$3,878.84 and \$4,200.00 to Current Technologies. Motion to approve May bills made by Booth, 2nd by Garvin. On roll call, all ayes, motion approved.
7. Statistics and Reports:
  - a. June statistics: See open.gov for statistics. Oberhauser reviewed statistics. Program attendance was high this month because of programming at Sunburst Bay. The Library will not be renewing open.gov after this year and will try to use other in-house tools which will cut cost and reduce time to prepare reports.
  - b. Department news: Sunburst Bay was a great success. Adult Services went to the Cary Cruise Night. The reading program went well with over 800 patrons completing the program which was over 100 more than last year.

- c. Executive Director's report: Reynolds reviewed activities over the past month including preparing the Budget and Appropriation Ordinance, completing IPLAR and drafting policy updates. She also updated the Board on the Strategic Plan.
- d. Staff presentation: Laurie from the Youth & Teen Services Department discussed early reading with the Board. Her degree is in elementary education, and she taught 3<sup>rd</sup> grade and then preschool for many years, so her experience has given her great perspective on best ways to teach beginning reading. She believes phonics is the best way to teach most children; this is supported by current studies now calling it the Scientific Method of Reading (The Science of Reading). Laurie is helping to identify simple early reading materials (she selects the picture books for the library as well) and the Library is adding color labels so that it's easier to identify different reading level books. Laurie has also created reading kits that incorporate materials/tools that teach beginning reading using phonics. Kits include puzzles, cards (including flash cards) and books. Patrons are allowed to check these kits out for three weeks. Laurie's enthusiasm and expertise clearly shows as does her commitment to helping children learn how to read.

8. Unfinished Business:

- a. Review and discuss Executive Director's proposed goals for FY24/25: Reynolds provided revised goals to the Board. The Board was in full support of the revised goals.
- b. Discuss and decide: Early voting parameters in 2025. The Board was in full support of the early voting parameters that Reynolds outlined in a document. For fall voting (which has already been scheduled), these parameters will be provided as a guideline. For spring 2025 voting, this will be a requirement prior to the Library committing and scheduling spring early voting. A motion was made by Rank to approve the early voting parameters, 2nd by Booth. All ayes, motion approved.

9. New business:

- a. Discuss and decide: Ordinance No. 24-08-01 Transferring Funds from Library Fund to FICA Fund. A motion was made by Booth to approve Ordinance No. 24-08-01 Transferring Funds from Library Fund to FICA Fund, 2nd by Rank. On roll call, all ayes, motion approved.
- b. Discuss and decide: Ordinance No. 24-08-02 Transferring Funds to Special Reserve Fund. A motion was made by Stordahl to approve Ordinance No. 24-08-02 Transferring Funds to Special Reserve Fund, 2nd by Booth. On roll call, all ayes, motion approved. On roll call, all ayes, motion approved.
- c. Discuss and decide: Ordinance No. 24-08-03 Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024/2025. A motion was made by Stordahl to approve Ordinance No. 24-08-03 Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024/2025, 2nd by Rank. On roll call, all ayes, motion approved.
- d. Discuss and decide: Resolution No. 24-8-A Determining Financing of Amended Building Plan. A motion was made by Rank to approve Resolution No. 24-8-A Determining Financing of Amended Building Plan with revised costs, 2nd by Booth. On roll call, all ayes, motion approved.
- e. Discuss and decide: Secretary's audit for the Illinois Public Library Annual Report (IPLAR). Reynolds corrected a few numbers in IPLAR which she reviewed with the Board. Migaldi and Stordahl will review secretary minutes in the upcoming week to ensure they meet all requirements when submitting IPLAR. Stordahl moved to accept IPLAR for submission, 2nd by Booth. All ayes, motion approved.
- f. Discuss and decide: policy updates: Reynolds presented updates of several sections of Library Card Policy (changes to 5.6, 5.6.3, 5.6.5, elimination of 5.6.6 and attestation form in Appendix 11) and reviewed them with the Board. The Board agreed with the changes and a motion was made by Stordahl to approve the policy updates as presented, 2nd by Rank. All ayes, motion approved.
- g. Discuss and decide: non-resident boundaries. A motion was made by Booth to update the 2002 letter (referenced earlier under correspondence) to remove the 176 boundary, 2nd by Stordahl. All ayes, motion carried.

- h. Discuss strategic plan learning opportunities and determine which month the Board will conduct its informal self-assessment. The Board agreed that they would like to learn more about the Library collection, how selection takes place and the use and availability of databases. Note: The Illinois State Library has secured a database package which is available to all residents of the state. Residents who live in an unserved area may access the resources through the State Library, and residents with a library card may access the resources through their local public library. This is a big win for Illinois residents as this package provides more equitable access to research databases. You will see around 60 new databases on our website starting September 3. The Board selected January as a good time to do an informal self-assessment when there are typically fewer items on the agenda.
10. Any and all other business the Board may wish to discuss: Migaldi will be traveling on business next month and may not be available via zoom. Rank will not be available to attend next month's meeting.
11. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Booth. All ayes, motion approved. Meeting adjourned at 8.43 PM.

Respectfully submitted,

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Secretary