

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, September 12, 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 7:07 PM.
2. Roll called by Acting Secretary Booth – Present were Library Trustees: Gayle Booth, Tom Garvin, Jan Polep, and Lisa Stordahl. Trustees Theresa Hart and Scott Migaldi attended virtually due to illness and business travel, respectively. Also present were Executive Director Mona Reynolds, Assistant Director Becky Oberhauser, Administrative Services Manager Dawn Ferree, and Adult Services Manager Joel Sawyer. Two community members also attended.
3. Approval of board minutes from:
 - a. Regular meeting August 8, 2024: The minutes from the regular Board meeting of August 8, 2024 reviewed. Motion to approve the minutes made by Garvin, 2nd by Booth. All ayes, motion approved.
4. Communications
 - a. Public Comment: none
 - b. Correspondence
 - i. Reynolds reported on correspondence received from the Crystal Lake Public Library Director confirming their Board also approved the revised boundary for non-resident fee cards. The Crystal Lake Public Library Board confirmed Route 31 as the east-west boundary for non-resident library cards, with residents living west of Route 31 applying for their library card at the Crystal Lake Public Library and residents living east of Route 31 applying for their library card at the Cary Area Public Library.
 - ii. McHenry County Conservation District will have a proposition on the ballot in November, Reynolds will email Trustees a link to the website the Conservation District is using to share information about the proposition.
 - iii. Due to functionality issues with Find More Illinois, lending is being temporarily disabled as CCS works with Find More Illinois to resolve the issues; this does not impact our ability to borrow materials for our patrons.
 - iv. Reynolds distributed a sticker and a coaster to Trustees as examples of new library swag for outreach and general giveaways. FOCAL also purchased new pens for the Library to give to patrons registering for a library card.
5. Treasurer's Report
 - a. Treasurer Stordahl reported that the Library opened the month with \$3,456,891.37 and closed with \$3,374,606.49. The Library received \$92,625.97 in McHenry County Property taxes and \$4,004.49 in Lake County Property taxes this month for a total of \$96,630.46. Revenues of \$2,030 came from passports. Motion to approve the treasurer's report made by Booth, 2nd by Garvin. On roll call, all ayes, motion approved.
6. Approval of Bills

- a. August 2024, Treasurer Stordahl reported the total approval of bills, transfers and payroll through September 12, 2024 was \$343,265.26.
 - b. Bills paid included \$8,215.08 to Dell Marketing, \$6,879.06 to Ingram, and \$5,512.50 to RAILS. Motion to approve August bills made by Garvin, 2nd by Stordahl. On roll call, all ayes, motion approved.
7. Statistics and Reports
- a. August statistics: See open.gov for statistics. Oberhauser reviewed statistics. Program attendance decreased this month because of schools starting earlier than previous years. The Library will not be renewing open.gov and will try to use other in-house tools to reduce cost and staff time to prepare reports.
 - b. Dept. news:
 - i. Reynolds reviewed the monthly reports submitted by the Marketing Coordinator, highlighting website accessibility improvements and signage updates, and the Technical Services department, highlighting preparation to launch new online resources and repackaging theme kits into clear backpacks to increase visibility.
 - ii. Ferree reviewed the Administrative Services monthly report highlighting the audit preparation work, progress on the washer/dryer installation, and onboarding a new Circulation Associate.
 - iii. Oberhauser reviewed the Public Services monthly report, highlighting summer volunteer hours completed by teens (385.25 hours completed by 28 teens), 4th grade visits, and school schedule pickup days in which Library staff interacted with 161 residents, signing up 10 new patrons, and supplying 35 new teachers with information about the Library.
 - c. Executive Director's report: Reynolds reviewed activities over the past month including completion of required training, drafting new policies, reviewing and revising existing policies, and continued work on the development of a Manager's Procedure Manual and All Staff Procedure Manual. Reynolds and key staff continue to learn about website accessibility and implement changes to increase accessibility. Reynolds has been speaking to Public Services Managers about their department needs in preparation for a job description and salary review with HR Source in the winter/early spring.
 - d. Strategic Plan update
 - i. Drafts of a partnership policy, a program policy, and patron social media policy were reviewed by Strategic Planning Committee and are currently being reviewed by the Leadership Team.
 - ii. The Leadership Team is researching the special populations we'll focus our outreach efforts on during the remainder of the strategic plan, as well as identifying leaders in each of those communities to connect with.
 - e. Staff Presentation
 - i. Sawyer presented on the recent addition of BluRays and Kanopy to the Library's offerings. He reviewed the role of video material in enriching people's lives. He cited that 90% of the libraries in our consortium have BluRay collections and reviewed statistics on holds placed by CAPL patrons on BluRays from other libraries. This addition brings our library up to community expectations and

needs. He recognized employee Owen Butler, who donated around 70% of the current titles in our collection. Kanopy, a streaming service, has been added to the Library's digital options for streaming movies and videos. Usage statistics will guide future viewing packages available to patrons. Currently 5 out of 9 Kanopy Plus Packs are available to CAPL patrons.

8. Unfinished Business: none

9. New Business

- a. Discuss and decide: Bylaws and Policy updates: Reynolds reviewed revisions to clarify language in Bylaws and Policy 5.6.3 Non-Resident Fee Cards and 5.6.5 Resident. Stordahl moved to approve the update, 2nd by Garvin. All ayes, motion approved.
- b. Discuss and decide: the Serving Our Public Checklist in preparation for the Per Capita Grant application: Reynolds reviewed the core standards with the Board and noted that we are meeting all the core standards, but there are a few areas for improvement, such as updating our disaster plan, which will be completed in 2025.
- c. Identify and discuss potential partners: Reynolds shared some of the organizations we already partner with, as well as those staff have identified as potential partners. Trustees were asked to provide additional ideas for potential partners. Suggestions from Trustees included Algonquin Township, the Lego Store, McHenry County Planning & Development, AARP, and bilingual partners. Trustees can send additional partner ideas to Reynolds.
- d. Discuss parking lot issues: Parking safety issues have begun again, with drivers stopping in the entrance to the Library to drop off or pick up students and with drivers creating their own parking spaces when our parking lot is full. These practices are believed to present a safety issue to our patrons as well as the people and vehicles involved. Reynolds contacted the Cary Chief of Policy to inquire about options. He responded that the Library is private property, and therefore the Police department can only enforce fire lane and accessible parking violations. Discussion ensued as to the Illinois definition of "public." Reynolds will discuss the matters with the Library attorney for direction on processes available to improve safety for all involved as well as next steps that should be taken.

10. Any and all other business the Board may wish to discuss.

- a. Illinois Library Luminary award discussed with potential community organizations who could be approached for collaboration.
- b. Stordahl recognized the transparency in financial reporting to the Board that Ferree provided with inclusion of a reformatted Monthly Fund Analysis included in the Board packet.

11. Adjourn

Respectfully submitted,

Gayle Booth
Acting Secretary