

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, November 9, 2023

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 PM.
2. Roll call, Secretary- Present were Library Trustees: Gayle Booth, Tom Garvin, Theresa Hart, Jan Polep, Christina Rank and Lisa Stordahl. Absent: Scott Migaldi. Also present were Executive Director Mona Reynolds, Assistant Director Becky Oberhauser and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from:
 - a. Regular meeting October 12, 2023: The minutes from the regular Board Meeting from October 12, 2023 were reviewed. Motion to approve the minutes made by Booth, 2nd by Garvin. All ayes, motion approved.
4. Communications:
 - a. The ILA Legislative Meet-up for the North Suburban and Chicago area is scheduled for Tuesday, December 5 at the Northbrook Hilton with doors opening at 8 am. This is a chance to interact with legislators. Email Mona if you are interested in attending or register online as an ILA member.
 - b. Summary of November Joint Review Board Meeting. TIF 2 Improvements were reviewed. The total fund surplus was \$229,000 and the Library will be receiving just under \$6,000. Next year, the first report on TIF 3 will be provided.
5. Treasurer's report:
 - a. Treasurer Stordahl reported that the library opened the month with \$3,800,409.00 and closed with \$3,641,252.36. The Library received McHenry County property tax of \$231,440.37 and Lake County Property Tax of \$ 11,307.78 for a total of \$242,748.15 and passport income of \$1,925.00. Motion to approve the treasurer's report made by Rank, 2nd by Booth. On roll call, all ayes, motion approved.
6. Approval of bills:
 - a. October 2023, Booth reported for Stordahl - Total approval of bills, transfers and payroll through November 9, 2023 of \$327,232.37.
 - b. Bills paid included \$14,876.55 to CCS, \$6,487.25 to Ingram Library Services and \$7,418.09 to Blue Cross/Blue Shield. Motion to approve October bills made by Garvin, 2nd by Rank. On roll call, all ayes, motion approved.
7. Statistics and Reports:
 - a. October statistics: Reynolds reviewed statistics from OpenGov. The New York Times is now online so statistics will be included on this as well.
 - a. Department news: The ILA Conference reports written by attending staff were both informative and comprehensive; they gave the Board a good understanding on what attendees learned and how they hope to apply this information.
 - b. Executive Director's report: Reynolds has been focused on training this past month as she becomes more familiar with her new role and duties. She has been working closely with the marketing coordinator to rebrand policy documents to give everything a consistent look. She is working on other

initiatives including launching e-pay, reviewing/updating "Serving Our Public" and working on the per capita grant application.

8. Unfinished: None.

9. New business:

- a. Discuss and approve Ordinance No. 23-11-01, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/2024: There was a 5.48% increase in the tax levy from last year. A tax in the amount of \$2,418,100.00 is now levied upon all taxable property within the corporate limits of the District, in accordance with the appropriation ordinance previously enacted, for the fiscal year 2023/2024. A move to approve Ordinance No. 23-11-01 was made by Booth, 2nd by Hart. On roll call, all ayes. Motion approved.
- b. Discuss Serving Our Public, for Per Capita grant requirements. Reynolds sent out the Per Capita grant requirements Serving our Public Checklist (completed with comments addressing requirements) prior to the Board meeting via e-mail and the Board responded back via email with specific questions and comments. Some of these points were discussed in the Board meeting. Stordahl commented on the excellent customer service she has observed in the past year at the Library. Discussion included how additional shelf space might be used, expansion of Spanish language materials to address the needs of the community and the launch of a Library podcast to highlight current topics and skills of library staff. There was also discussion on NARCAN and possible training of library staff as well as setting up an event for the public to address their questions and provide useful information on NARCAN. Reynolds stated overall the Cary Library meets the standards and will begin completing the Per Capita Grant application that corresponds to the Serving Our Public Checklist.
- c. Discuss and approve policy updates. Reynolds reviewed the policy changes for donations boxes (By laws and Policy 5.4.3), usage of meeting and study rooms (Bylaws and Policy 6.4.1 and 6.4.2) and leaves (Personnel Policy 4.7.1 Bereavement, 4.7.3 Personal leave, 4.7.5 PLWA, 4.7.6 Unpaid Time Off and 4.7.7 Vacation) A move was made by Rank to approve the policy updates including accrual for vacation starting October 1st, 2nd by Booth. On roll call, all ayes. Motion approved.
- d. Discuss document shared by previous Executive Director about working with a new library director: Polep will work with Reynolds to review the previous director's goals and identify areas Reynolds can work on and objectives she can realistically complete in this fiscal year as she learns her new role prior to her first review as executive director in May.
- e. Discuss nominating previous Executive Director for an Illinois Library Luminaries Award: Suggestions were made on how to proceed with an Illinois Luminaries Award for Diane McNulty. Polep, Booth and Stordahl will work on this.

10. Any and all other business the Board may wish to discuss: Rank discussed her learnings from attending the ILA Library Conference.

11. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Stordahl. All ayes, motion approved. Meeting adjourned at 8:39 PM.

Respectfully submitted,

Secretary