

## CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, December 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 7:00 PM.
2. Roll call, Secretary- Present were Library Trustees: Gayle Booth, Tom Garvin, Jan Polep, Christina Rank and Lisa Stordahl. Also present was Executive Director Mona Reynolds, Assistant Director Becky Oberhauser and Administrative Services Manager Dawn Ferree. Theresa Hart and Scott Migaldi were absent.
3. Approval of board minutes from:
  - a. Regular Board meeting November 14, 2024: The minutes from the regular Board Meeting of November 14, 2024 were reviewed and minor corrections were made to two dates as well as formatting. Motion to approve corrected minutes made by Stordahl, 2nd by Garvin. All ayes, motion approved. Rank abstained.
4. Communications:
  - a. Public Comment: None.
  - b. Correspondence:
    - i) The audit results were posted in the NW Herald. There has been no response from the public.
    - ii) Reynolds has agreed to lead the Intergovernmental Coordinating Group which entails meeting quarterly with all its members to share learnings and information. The group includes the Village of Cary, Cary Park District, D26, D155, Cary Police Department, Cary Fire Protection District, Algonquin Township and the Conservation District. Trustees fully support this decision.
5. Treasurer's report:
  - a. November 2024, Treasurer Stordahl reported that the Library opened the month with \$4,096,959.42 and closed with \$3,907,197.49. The Library received \$22,223.12 in McHenry County Property Taxes and \$968.77 in Lake County Property Taxes this month for a total of \$23,191.89 as well as \$3,993.51 in PPRT. Revenues of \$3,115.00 came from passport income, \$2,200.41 in grants and \$712.73 in non-resident fees. 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. November 2024, Treasurer Stordahl reported that the total approval of bills, transfers and payroll through December 12, 2024 was \$441,484.24.
  - b. Bills paid included \$8,949.77 to Bibliotheca, Inc, \$4,288.05 to Ingram Library Services, \$18,700.00 to Integrated Control Technologies to cover HVAC repairs and \$14,000.00 to Midwest tape. Motion to approve September bills made by Rank, 2nd by Booth. On roll call, all ayes, motion approved.
7. Statistics and Reports:
  - a. November statistics: Oberhauser reviewed statistics.
  - b. Department news: Board packet reports from each Library department were briefly reviewed. There was discussion over the historical materials that the Library received from the Village. The Library is sorting through these materials including photographs, records and collectable items to determine what is worth retaining. There has been previous discussion about putting some of this information online for public access.

- c. Executive Director's report: Reynolds and Ferree have started the process of transitioning from IRMA (Intergovernmental Risk Management Agency) to LIRA (Libraries of Illinois Risk Agency) for insurance coverage. LIRA coverage will likely start in January of 2026 as IRMA requires a 9-month notification period in order for the Library to receive refunds.
  - d. Strategic Plan update: Reynolds updated the Board on the Strategic Plan. Community leaders of special interest groups identified in the Strategic Plan will be contacted through written communication to ask for their input on how the library can better serve the needs of their specific community. The Strategic Planning Committee will be meeting again in early January so there will be another update in the January Board meeting.
  - e. Staff presentation: Linda Kopacek, Marketing Coordinator, presented the current Marketing Plan for the Library. Her goal is to increase awareness of Cary Library offerings making the Library an even more integral part of the community. Using July 2024 numbers, the three measurable goals she identified are to increase (1) cardholder usage, (2) circulation and (3) library usage all by 10 % by the end of FY2025/2026. Kopacek covered the details on how the Library was planning to do this which included initiatives outlined in the strategic plan. The trustees were impressed with the plan and expressed their approval.
8. Unfinished Business: None.
9. New business:
- a. Discuss and decide: Executive Director and Trustee Expenses Jan.-June 2025: The Executive Director and Trustee Expenses for Jan.-June 2025 were reviewed with the trustees and several items were added. A motion was made by Rank to approve the expenses with the additions, 2nd by Stordahl. On roll call, all ayes, motion approved.
  - b. Library building walk-through: The Trustees were given a tour of the Library highlighting the repairs and capital expenditures the library has made recently including adding a washer/dryer, a utility sink, and a storage cabinet for flammables as recommended by IRMA. Work is in progress to repair some HVAC issues.
10. Executive Session 5 ILCS 120/2(c)21 for semi-annual review of Executive Session minutes
- a. May 9, 2024: Booth made a motion to go into executive session 5 ILCS 120/2(c)21 for semi-annual review of Executive Session minutes, 2nd by Rank at 8:42. After leaving Executive Session at 8:46, a motion was made by Stordahl to approve and release the corrected May 9, 2024 minutes, 2nd by Booth. On roll call, all ayes, motion approved. Garvin abstained.
11. Any and all other business the Board may wish to discuss:
- a. Booth announced that we had reached the collective funds of \$2,000 for Diane's Luminary Award. Thank you to Booth for all her efforts on this and thank you to all that contributed.
  - b. The Legislative Meet-up was briefly discussed which Booth, Garvin and Rank attended. It was mentioned that while the Trustees attended the North Suburban and Chicago Meet-up in Northbrook as in previous years, Reynolds didn't realize this year Cary's local representatives were invited to the Northwestern IL Meet-up in Dekalb. Reynolds will pay close attention next year to ensure Trustees attend the correct session.
12. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Booth. All ayes, motion approved. Meeting adjourned at 8:58 PM.

Respectfully submitted,

---

Secretary