

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, January 9, 2025

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, Theresa Hart, Scott Migaldi, Jan Polep and Christina Rank. Also present were Executive Director Mona Reynolds, Assistant Director Becky Oberhauser and Administrative Services Manager Dawn Ferree. Lisa Stordahl was absent.
3. Approval of board minutes from:
 - a. Regular Board meeting December 12, 2024: The minutes from the regular Board Meeting of December 12, 2024 were reviewed. Motion to approve the minutes made by Booth, 2nd by Garvin. All ayes, motion approved. Hart and Migaldi abstained. Closed session minutes from the December meeting which have not yet been approved or released to the public were accidentally included in the Board packets, therefore the packets were reissued with the closed session minutes removed.
4. Communications:
 - a. Public Comment: None.
 - b. Correspondence:
 - i) A webinar on social media best practices is available to Library Trustees scheduled for Friday, February 7, 2025 from 10-11. Booth and Hart are both interested in signing up.
 - ii) Reynolds provided an update on early voting at the Library. The Library will not be a polling site for the February election, but will be for election day on April 1st. However, it will not be a polling site for early voting prior to the April 1st election thereby allowing the Library to use the space for programming.
 - iii) Trustees should be receiving an e-mail in February requesting that they submit their economic interest forms. These are typically due by May 1st.
 - iv) Reynolds is working on the transition from IRMA (Intergovernmental Risk Management Agency) to LIRA (Libraries of Illinois Risk Agency) for insurance coverage and will have an update in the February Board meeting.
5. Treasurer's report:
 - a. December 2024, Rank reported for Treasurer Stordahl that the Library opened the month with \$3,907,197.49 and closed with \$3,599,832.05. The Library received no McHenry County Property Taxes and \$229.07 in Lake County Property Taxes as well as \$1,249.39 in PPRT. Revenues of \$2,170.00 came from passport income, \$661.76 in grants and \$100.00 in gifts and memorials. Motion to approve the treasurer's report made by Hart, 2nd by Migaldi. On roll call, all ayes, motion approved.
6. Approval of bills:
 - a. December 2024, Ferree reported for Treasurer Stordahl that the total approval of bills, transfers and payroll through January 9, 2024 was \$325,588.95.
 - b. Bills paid included \$8,793.73 to Blue Cross Blue Shield, \$4,251.52 to Ingram Library Services and \$1,405.80 to Otis Elevator. Motion to approve December bills made by Migaldi, 2nd by Booth. On roll call, all ayes, motion approved.

7. Statistics and Reports:
 - a. November statistics: Oberhauser reviewed statistics. In the coming months stats will be presented via a new platform, Forms 360, which replaces opengov.com.
 - b. Department news: Board packet reports from each Library department were briefly reviewed.
 - c. Executive Director's report: Reynolds reviewed items outlined in her report in the Board packet.
 - d. Strategic Plan update: Reynolds updated the Board on the Strategic Plan. In the last committee meeting, partnership evaluations and year-to-year partnership tracking were addressed completing discussions on partnerships. In addition, letters will be going out to local community leaders of special populations identified in the Strategic Plan inviting them into discussions with the Library. The purpose of these discussions is to better understand these communities and learn how the Library can provide services and resources to meet their specific needs.
 - e. Staff presentation: Jill Stanton, Youth Services Associate, provided us with details on a new event at the library, a puzzle competition. This is the second year of the event, and it has been well received by patrons. Stanton has even found ways to obtain free puzzles and will look to do puzzle exchanges with other libraries. The Board looks forward to seeing the puzzle selected for next year and is considering participating next year!
8. Unfinished Business: None.
9. New business:
 - a. Discuss and decide: Personnel Policy updates: Reynolds reviewed the extensive changes made to the Library Personnel Policy document. Several sections such as internet and social media usage needed to be rewritten as the current policy was outdated. In certain sections, the use of prewritten policy drafted by HR Source, an outside HR consultant firm, was used. This material has already been vetted by HR Source. Reynolds will follow up with HR Source to verify that all their materials have been thoroughly reviewed by their legal department. The Board was aligned with all the changes and Booth made the motion to approve the amended Personnel Policy, 2nd by Garvin. On roll call, all ayes motion approved.
10. Any and all other business the Board may wish to discuss:
 - a. Booth confirmed that the ILA has received all donations for Diane McNulty's Luminary Award. The ILA will be reviewing the application in their next meeting and will provide Booth with any follow up necessary after that meeting.
11. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Booth. All ayes, motion approved. Meeting adjourned at 8:40 PM.

Respectfully submitted,

Secretary