



MCIGS Board Meeting Minutes
16 September 2021
Cary Area Public Library

Present: Tami Allred, Claudia Conroy, Nancy Gaynor, Jan Polep, Mike Reall, Laurie Stage, Ann Wells, and Bill Wheeler

Absent: David Stumpf

Laurie called the meeting to order at 7:06 PM.

SOCIETY GOVERNANCE

- Approval of 26 August 2021 Minutes: Mike moved and Bill seconded to approve the minutes. Minutes were approved as written.
- Financial Update:
 - Financial documents have been submitted.
 - Alice Wagner donations:
 - \$675 has been donated in memory of Alice Wagner.
 - It was decided to present our 2022 scholarship in honor of Alice.
 - We still need to choose a book to donate to our library collection in memory of Alice.
 - The Insurance for library books in the amount of \$875 is due 9 October but the question remained as to whether we needed this insurance based on contracts with libraries.
 - Nancy obtained a copy of the contract with McHenry Public Library which states that “MCIGS has liability insurance and that MCIGS will not hold MPLD responsible for lost, damaged or destroyed materials” dated 25 January 2008.
 - Jan is attempting to get a copy of the contract we have with Crystal Lake Public Library.
 - It was decided to pay the insurance bill now and spend the coming year determining whether there is a less expensive option.
 - Tami will add the storage unit address to the insurance policy to cover what we have in both storage units.
 - Tami reported that we have been approved for \$5,000 from the Illinois Humanities Grant.

SOCIETY BUSINESS

- New Business
 - Society Surveys: Bill used Microsoft to ask those registered for our last zoom meeting what they would like to see in the way of programs. Suggestions were sent to Jan.
 - Marketing for Programs:
 - Bill spent \$20 on a Facebook ad for our last program which was aimed at McHenry, Lake and Cook Counties. Results are the following;
 - ❖ The ad ran for 7 days.
 - ❖ The ad reached 2,138 people.
 - ❖ 36 people clicked on the link.
 - It was decided that Bill should continue the monthly ad.
 - All agreed that we need more publicity.
 - Code of Conduct:

- Bill submitted a draft of a possible Code of Conduct document.
 - Claudia moved and Jan seconded that we adopt this code. All approved.
 - Mike will post a copy of the Code of Conduct on our website.
 - Ann will include a copy of the Code of Conduct with the newsletter.
 - Laurie will include a mention of the Code in her newsletter article.
 - Mailchimp Update: Intuit has merged with Mailchimp and we are uncertain how of if this will impact Mailchimp.
 - Microsoft 365 Implementation:
 - MS Tech Soup has accepted our request to join.
 - Moving from google will take some time.
 - Bill will move MCIGS email first.
 - For a time, we will be able to see email in 2 places.
 - We will meet 4 December from 3-5 to learn Microsoft. Jan wants to be able to use zoom to attend virtually while the rest of us will meet at the Cary Library.
 - 2022 Conference:
 - Currently, we have no contracts with speakers for 2022.
 - There was discussion about have one speaker at a time with several of these one-day sessions this coming year.
 - Not everyone present liked the idea of a single speaker but preferred the way we've been doing conferences.
 - All agreed we need more marketing.
 - We will follow-up at the conference meeting via zoom on Saturday, 25 September at 10 AM.
- Previous Business
 - Items from Arlene are in the storage unit.
 - Debit card:
 - Arlene has been removed from the debit card and Laurie has been added.
 - Laurie will follow-up with the bank regarding the signature card.
 - Illinois Humanities History Grant: see report under financials.
 - Volunteer and additional board positions:
 - Laurie spoke with Sue Durbin who wants to email and talk with people about volunteer activities.
 - If Sue wants emails sent, we will send them using Mailchimp in lieu of her using Mailchimp herself.
 - We need a list of volunteer activities which would include the skill and time involved. There is a list on the website currently which can be used as a starting point.
 - Library book insurance: see earlier discussion.
 - Passwords:
 - Financial passwords need to be changed including bank passwords and investments.
 - Tami will share these passwords with Laurie so 2 people have the passwords.
 - Presidents' Plaque at the McHenry Public Library:

- The “plaque” consists of a frame with name plates inside which are unreadable.
 - All agreed we need a new one.
 - Claudia will bring this framed one to the storage unit while we decide what kind of new plaque we want.
- Committee Updates
 - Programs: Jan still needs some board members to email their top 5 choices from the list of program suggestions submitted.
 - Membership:
 - We have 3 members for 2022. Two are late renewals and one is a new member.
 - Bill and Laurie will meet to pass the membership wand.
 - Ann asked that a membership article be included in the newsletter with a comment that we do not know when we can meet in person.
 - Website:
 - Mike will post the minutes on the website for July and August after Claudia reviews them to see if anything needs to be redacted.
 - Mike will post the Code of Conduct on the website.
 - Library:
 - See above for discussion of insurance.
 - Nancy noted that the contract with McHenry Public Library has a “divorce statement” which states that the library will give MCIGS a 180-day notice to remove any of the MCIGS books and that MCIGS will give the library a 180-day notice to remove any of the MCIGS books.
 - Early Settlers: nothing to report
 - Newsletter: Deadline for submissions is Sunday, 19 September 2021.
 - Conference: next meeting is Saturday, 25 September at 10 AM via Zoom.
 - Volunteers: see earlier discussion

ADJOURNMENT

Nancy moved and Bill seconded to adjourn. The meeting was adjourned at 8:31 PM.

Respectfully submitted,
 Claudia Conroy, recording secretary