

**CARY AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING**  
**Thursday, February 12, 2015**

**MINUTES**

1. **Call to order** - Library Board President Mary Patterson called the meeting to order at 7:00 p.m.
2. **Roll call** - Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Mary Patterson, Jan Polep and Lisa Stiegman. Also present was Library Director Diane McNulty.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting January 8, 2015** - the minutes from January 8, 2015 were reviewed. Kalchbrenner motioned to accept the minutes, Stiegman seconded. On roll call Kalchbrenner, Patterson, Polep and Stiegman aye; Garvin abstained. Motion approved.
4. **Communications**
  - a. **FY 2015 Per Capita letter** - Library received confirmation that \$35,306.25 will be awarded for the FY 2015 year from the state. Economic interest statements will be sent out shortly from the clerk's office.
5. **Treasurer's report** - Kalchbrenner reported the library opened the month with a balance of \$3,069,500.00. Received \$2,261.92 in Personal Property Replacement Taxes, interest from Lake Co. for \$2.61 on taxes so all taxes for the year have been received. Fines are a little under expectations; could be affected by reduction of fines on DVDs from \$1.00 to ten cents a day. Will close the month with a balance of \$2,887,400.00. Motion by Garvin, seconded by Stiegman. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **January 2015** - Kalchbrenner presented the board with bills, payroll and transfers of \$290,338.04. Larger bills included snow plowing bill of \$3,225.00 to E. Carlson, \$2,400.00 to Centegra for our wellness program; \$3,100.00 to Recorded Books for our annual subscription of audiobook downloads and \$275.00 to Deliz for the wall maintenance. Motion to approve paying the bills made by Polep, seconded by Stiegman. On roll call all ayes, motion approved.
7. **Librarian's report**
  - a. **January statistics**
  - b. **Dept. news**
  - c. **Director's report**

**8. Unfinished Business**

- a. **Schedule for the C-G Community Showcase Saturday, March 7, 2015** - Diane completed the schedule. Interviews set up for auditor firms the next two Thursdays from 6 p.m. to 8 p.m. 2 firms each night.

- 9. New business** - Scott suggested that we discuss making a donation to the American Cancer Society in memory of Linda Conn's husband who passed away on Jan. 38<sup>th</sup>. Decision to donate a \$100.00. Stiegman motioned to make a donation to the American Cancer Society in memory of Kelley Conn in the amount of \$100.00, Garvin seconded. On roll call all ayes, motion approved.

- 10. Any and all other business the Board may wish to discuss** - no other business was discussed.

- 11. Adjourn** - the meeting adjourned at 7:55 p.m.

Respectfully submitted,

  
Administrative Services Manager

Reviewed by,

\_\_\_\_\_  
Secretary

CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING

COMMITTEE OF THE WHOLE  
FINANCE COMMITTEE  
Thursday, February 19, 2015

MINUTES

1. **Call to order** - Chair Barb Kalchbrenner called the meeting to order at 6:00 p.m.
2. **Roll call** – Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Scott Migaldi and Mary Patterson. Also present were Library Director Diane McNulty and Administrative Services Manager.
3. **Interview audit firms** – Paul McClure from McClure Inserra was the first audit firm to present. He had seen our audit and had some questions for us as to how we handle our inventory, books and materials numbers and using QuickBooks.

Migaldi motioned to recess at 6:30 p.m., Garvin seconded. Meeting resumed at 6:48 p.m.

Joe Knutte from Knutte & Associates was the second firm to present. He too had seen our audit and told the board how the process worked with his firm. They are familiar with QuickBooks and can upload an accountant's copy to work ahead for questions and clarifications.

4. **Review interview results** – Migaldi wished to hold comments until after the second meeting with all candidates.
5. **Any and all other business the Board may wish to discuss** – Scott will not be in the country for the next board meeting but may call in. Scott asked how legislative breakfast went on Monday?
6. **Adjourn** – Migaldi motioned to adjourn, Kalchbrenner seconded. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Reviewed by,

  
Administrative Services Manager

\_\_\_\_\_  
Chair



**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
COMMITTEE OF THE WHOLE  
FINANCE COMMITTEE  
Thursday, February 26, 2015**

**MINUTES**

1. **Call to order** – Chair Barb Kalchbrenner called the meeting to order at 6:01 p.m.
2. **Roll call** - Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Scott Migaldi, Mary Patterson, Jan Polep and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long.
3. **Interview audit firms** – 1<sup>st</sup> presentation by Jamie Wilkey from Lauterbach & Amen. The meeting recessed at 6:25 p.m. The meeting then resumed at 6:55 p.m. 2<sup>nd</sup> presentation by Ed Tracey from Seldon Fox.
4. **Review interview results** – Pros and cons of all the presentations were discussed. Diane will put it on the agenda for the March board meeting to discuss and make a decision as to who to hire. Diane will get the proposals from the auditors from last week and also get a quote from Sue Coen as well.
5. **Any and all other business the Board may wish to discuss**- Diane went through dates available in March for architect interviews.
6. **Adjourn** – the meeting adjourned at 7:25 p.m.

**Respectfully submitted,**

  
\_\_\_\_\_  
**Administrative Services Manager**

**Reviewed by,**

\_\_\_\_\_  
**Chair**

