

# CARY AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING

Thursday, April 14, 2016

### MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:03 p.m. In the absence of Secretary Lisa Stiegman, Margaret Myers was secretary pro tem.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Margaret Myers, Jan Polep and Teresa Sigsworth. Also present were Library Director Diane McNulty, Head of Public Services Mona Reynolds, Head of Support Services Karen Long and Alice Majka. Scott Migaldi was present via phone.
3. **Approval of regular board minutes from:**
  - a. **Regular Board meeting, March 10, 2016** - the minutes from March 10, 2016 were reviewed. Motion by Myers, seconded by Sigsworth. On roll call all ayes, Kalchbrenner and Migaldi abstained. Motion approved.
4. **Communications** - Letter for our per capita grant stating the library will receive \$21,772.66. Also received a check from the Village of Cary for \$24,300.00 as impact fees for the Pedcor apartments.
5. **Treasurer's Report** - Kalchbrenner reported the library opened the month with a balance of \$3,001,800.00. We received our E-rate reimbursement payment of \$1,983.69 towards the Comcast bill. Interest is still above expectations and expenditures are in line. The month closed with a balance of \$2,815,200.00. Motion to accept the treasurer's report made by Myers, seconded by Kalchbrenner. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **March 2016** - Kalchbrenner presented the board with bills, payroll and transfers totaling \$380,756.74. Larger bills included \$432.00 to Automatic Fire Systems for the inspection, \$1,911.00 to CDW Government for 2 surface tablets, \$249.90 to CL Graphics for the new first library card photo folders, \$1,248.85 to Sterling Services for the carpet cleaning and \$18,228.96 to Engberg Anderson for project fees for March. Motion by England to approve the bills, seconded by Sigsworth. On roll call all ayes, motion approved.
7. **Librarian's report**
  - a. **March statistics**
  - b. **Department news**
  - c. **Director's report**

**8. Unfinished business**

- a. Renovation update** - Meeting with Shaun next week to finalize project before bids go out 4/25/16. Diane will have a copy of the plan to show at the expo. Shaun also had a meeting with the village in early April and he felt that the village was going to work with us and the costs will not be as high as he anticipated. Bid opening will be on May 26<sup>th</sup> at 1:00 p.m. Shales McNutt will vet the bids, run background checks and references. The board will award the winning bidders at the June 9<sup>th</sup> board meeting.
- b. Review and approval of renovation budget** - Steve's estimated figures chart has come in \$64,000 over initial projections but he feels some contractors are not giving true numbers (might be lower at actual bid time). We can always pull items out after the bid process if we still feel we are going to high. Diane is looking for approval on the revised estimated bid to go out on April 25<sup>th</sup>. England moved, Sigsworth seconded. On roll call all ayes, motion approved.

**9. New business**

- a. PLA conference review** - Talked with rep from US passport services, got information on how we can be a place for accepting passports. We would make \$25 per application. Saw the new sorter in action, looked at some of the new furniture (Lego table, light table, mag boxes) and received information about a new credit card swipe option for the self check.

**10. Any and all other business the Board may wish to discuss** - discussed having the first budget meeting on either June 1 or 2<sup>nd</sup>. Diane reminded the board that Economic interest statements are due by May 1<sup>st</sup>. Some folks are having trouble getting it to go through on the McHenry County Clerk's website.

**11. Adjourn** - Kalchbrenner motioned to adjourn the meeting, Sigsworth seconded. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

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Head of Support Services

Reviewed by,

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Secretary