

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Thursday, July 14, 2016

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:06 p.m. In the absence of Stiegman, Margaret Myers was appointed Secretary pro tem.
2. **Roll call** - Present were Library Trustees George England, Scott Migaldi, Margaret Myers and Jan Polep. Also present were Library Director Diane McNulty, Head of Support Services Karen Long, Head of Public Services Mona Reynolds and Steve Larson and Adrienne Booker from Ehlers.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting June 9, 2016** - the minutes from June 9th 2016 were reviewed. Motion by England to approve, Myers seconded.
 - b. **Finance Committee of the Whole June 21, 2016** - the minutes from June 21, 2016 were reviewed. Motion by Myers to approve, seconded by Migaldi. England abstained.
4. **Communications**
5. **Treasurer's report** - in the absence of Kalchbrenner, Long presented the treasurer's report. The library opened the month with a balance of \$2,482,100.00. Received \$27,030.26 from Lake County and \$643,927.77 from McHenry County in property taxes. Also received \$262.67 in Non Resident fees, the remainder of the FY 15/16 E-rate funds of \$3,422.80 from Comcast and \$21,722.66 for the Per Capita Grant. The month ended with a balance of \$3,210,500.00 Migaldi motioned to approve the treasurer's report, Myers seconded. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **June 2016** - Long presented the board with bills, payroll and transfers totaling \$359,323.64. Larger bills include the annual renewals for online databases. Paid our attorney Bob Smith \$2,090.00 and \$4,500.00 to Ehlers for consulting on the debt certificate process. Migaldi motioned to approve paying the bills, Myers seconded. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **June statistics**
 - b. **Dept. news**
 - c. **Director's report**
8. **Unfinished Business**
 - a. **Discuss and approve the working budget for FY2016/2017** - Diane included the Live and Learn Grant money in the income received. Have the loan payment as a line item. Migaldi motioned to approve with subject to the assignment of a budget line number for the loan, England seconded. On roll call all ayes, motion approved.
 - b. **Discuss and approve the amount to be financed for renovation of library** - Adrienne and Steve discussed the payment options for the loan (\$125,000/\$115,000/\$100,000). Steve confirmed option to restructure the debt (with some costs) if something drastic happened. Adrienne explained how the process works, term sheet will go to the banks, and bids are in by 11:00 a.m. on August 11th. England motioned to approve debit service of \$125,000 as proposed by Ehlers. Seconded by Myers. On roll call all ayes, motion approved.
 - c. **Discuss and accept bid for skylight renovation** - Shales McNutt rebid the skylight portion of the project and received 1 bid for \$26,500.00. Migaldi moved to accept the bid, Myers seconded. On roll call all ayes, motion approved.

- d. **Discuss and accept alternates for renovation project** - Alternate #1 is outside soffit lights for \$3,950.00, #2 parking lot lights for \$7,900.00, #3 is replace the water softener for \$5,425.00, #4 new shades in the meeting room for \$12,373.00 (electric separate from shades and could be done separately), #5 new room for mechanical equipment in basement for \$3,399.00, #6 attic walkway for \$4,095.00. Myers motioned to approve all the alternates, seconded by Migaldi. On roll call all ayes, motion approved.

9. New business

- a. **Election of Officers** - Myers motioned to approve the slate, Migaldi seconded. On roll call all ayes, motion approved.
- b. **Discuss and adopt Ordinance 16-07-01 AN ORDINANCE authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the Library District, and for the issue of not to exceed \$1,400,000 General Obligation (Limited Tax) Debt Certificates of the Library District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof** - Motion by Myers to adopt Ordinance 16-07-01 subject to additions noted, seconded by England. On roll call all ayes, motion approved.

- 10. Executive session to discuss employee performance, minutes of a previous closed session and to discuss closed minutes for semi-annual review** - Motion to go into executive session made by Migaldi, seconded by Myers. On roll call all ayes, motion approved. The meeting went into executive session at 8:48 p.m. The regular meeting resumed at 9:15 p.m.

- 11. Any and all other business the Board may wish to discuss** - Motion to approve the minutes from the July 9th, 2015 executive session made by Migaldi, seconded by Myers. On roll all ayes, Migaldi abstained. Motion approved. Based on the discussion from the Executive Session the director will be awarded a raise of 2.5 % for FY 16/17.

- 12. Adjourn** - the meeting adjourned at 9:25 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary