

**CARY AREA PUBLIC LIBRARY DISTRICT –
BOARD MEETING
Thursday, October 13, 2016**

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:01 p.m.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Margaret Myers, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty, Head of Public Services Mona Reynolds and Head of Public Services Karen Long. Jamie Wilkey of Lauterbach and Amen entered the meeting at 7:04 p.m.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting September 8, 2016** - the minutes from September 8th, 2016 were reviewed. Motion to approve made by Kalchbrenner, Migaldi seconded. Kalchbrenner abstained; motion approved.
4. **Communications**
5. **Treasurer's report** - Kalchbrenner reported we opened the month with \$3,021,500.00. Still receiving Lake & McHenry taxes. Interest on the report is wrong; should be 13% received to date. The library received \$563.51 from Comcast as a refund for change in equipment. Library closed with a balance of \$4,418,100.00. England motioned to approve the treasurer's report, Stiegman seconded. On roll call ayes, motion approved.
6. **Approval of bills**
 - a. **September 2016** - Kalchbrenner presented the board with bills, payroll and transfers totaling \$2,504,148.27. In addition to the renovation bills the library paid \$4775.10 to Bibliotheca for the new credit card swipes and installation on the self checks and \$2,850.00 to Value line for the annual renewal. Motion by Myers to approve the bills, Sigsworth seconded. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **September statistics**
 - b. **Dept. news**
 - c. **Director's report** - Lisa Stiegman exited the meeting at 7:55p.m. Margaret will be secretary pro tem for remainder of the meeting
8. **Unfinished Business**
 - a. ~~Discuss renovation plans and approve a project budget – this item was from last year's agenda and not removed from agenda for this meeting.~~

9. New business

- a. Discuss and accept the FY 2015/2016 audit** - Jamie Wilkey presented the audit. Management Discussion & Analysis was created by Diane of fiscal highlights. Highlights included: page 8, net profit of all funds of \$30,821.00. Pages 44-45 shows 10 years of tax revenue trend. As for recommendations; the IMRF fund showed a deficit, we transferred to correct it. They are recommending a fund balance policy and capital asset policy once the renovation project is complete. One fund showed expenditures over budget; special reserve spent in spring to start project was not in the budget. Motion by Myers to approve the audit; Kalchbrenner seconded. On roll call all ayes, motion approved.
- b. Discussion and approval of Resolution No. 16-10-A a resolution determining amount of money estimated to be necessary to be raised by taxation for the 2016/2017 fiscal year** - the resolution is needed to publish the black box prior to approving the levy next month. Total increase of \$3000 over last year. Motion to approve Resolution No. 16-10-A made by Kalchbrenner, seconded by England. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss - Lisa signed paperwork to deputize key staff to accept petitions for the upcoming spring election for board positions.

11. Adjourn - motion by Migaldi, Kalchbrenner seconded to adjourn. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary