

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, January 12, 2017**

**Board Minutes**

1. **Call to order** – Library Board President Jan Polep called the meeting to order at 7:00 p.m.
2. **Roll call** – Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Margaret Myers, Jan Polep, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty, Head of Support Services Karen Long and Head of Public Services Mona Reynolds.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting December 8, 2016** – the minutes from December 8, 2016 were reviewed. Motion by Kalchbrenner, seconded by Sigsworth. All ayes, motion approved. Scott and Lisa abstained.
4. **Communications**
  - a. **Cary Business Roundtable Luncheon with Mayor Kownick, Thursday, Feb. 9, 2017** – Let Diane know by Friday the 20<sup>th</sup>.
  - b. **Library Legislative Breakfast, Monday, February 20, 2017**- let Diane know by Friday the 20<sup>th</sup> of January.
5. **Treasurer's report** – Kalchbrenner reported the library opened the month with \$2,953,300.00. Tax receipts are done for this year. The library received \$650.00 in Personal Property Replacement Taxes along with \$150 from McHenry County for being an election place and a \$25 book memorial donation. The Daughters of the American Revolution donated \$200.00 to be used toward the early literacy area. Interest projections are down. The month closed with a balance of \$2,252,800.00. Motion to approve the treasurer's report by England, seconded by Kalchbrenner. On roll call all ayes, motion approved.
6. **Approval of bills**

**December 2016** – Kalchbrenner presented the board with bills and payroll of \$465,576.60. Almost all of the contractors are paid out. Larger bills included the IRMA annual renewal for \$22,655.00, the Georgia Rae family band \$1150.00 for the Grand Reopening party, \$6,094.85 to EBSCO for the periodical renewals, \$4,045.00 to Boopsie for our app and \$3,548.00 to Projectorpeople.com for new screens in the Flex Zone. Migaldi motioned to pay the bills, Myers seconded. On roll call all ayes, motion approved.
7. **Librarian's report**
  - a. **December statistics** – self check numbers increased. Positive increase over last year after six months of under circ. Started weeding again, will do magazine withdrawals monthly instead of once a year. Program attendance starting to pick back up again.

- b. **Dept. news**
- c. **Director's report**

**8. Unfinished Business**

- a. **Renovation update** – All new furniture is in. Still waiting on tile delivery for staff bathroom. Need to finish organizing in basement where furniture ended up in and still a few things need to be sold.
- b. **Grand Re-Opening update** – all new furniture is in. Still waiting on tile delivery for staff bathroom. Need to finish organizing in basement where furniture ended up in and still a few things need to be sold.

**9. New business**

- a. **Discuss and approve Study Room Policy-** Still not complete; suggestion to approve draft policy and formally approve in February. Motion by Migaldi to accept the copy as a draft policy effective today with final approval in February. Seconded by Myers. On roll call all ayes, motion approved.
- b. **Discuss and approve Proctoring Policy** – Still not complete; approve as a draft and pass at the February meeting. Motion by Sigsworth to approve as a draft policy for approval in February. Seconded by England. On roll call all ayes.

**10. Executive session to discuss closed minutes for semi-annual review** - Motion by Migaldi, seconded by Myers to go into executive session. The meeting went into executive session at 8:25 p.m. The meeting entered back into regular session at 8:28 p.m.

**11. Any and all other business the Board may wish to discuss** – Migaldi motioned to approve the minutes from the Executive session from July 14, 2016, England seconded. All ayes, motion approved. Barb asked about the passport service progress? We have to do the letter again.

**12. Adjourn** - Motion by Kalchbrenner to adjourn, Sigsworth seconded. The meeting adjourned at 8:38p.m.

Respectfully submitted,

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Head of Support Services

Reviewed by,

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Secretary