

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

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, Jason Pinshower, Jan Polep, Allison Richmond and Teresa Sigsworth. Also present were Library Director Diane McNulty, Head of Support Services Karen Long and Head of Public Services Mona Reynolds and Jamie Wilkey from the audit firm of Lauterbach and Amen.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting September 14, 2017** - the minutes from September 14, 2017 were reviewed. Motion by Pinshower, seconded by Kalchbrenner. On roll call all ayes, motion approved.
4. **Communications**
5. **Treasurer's report** - Barb Kalchbrenner reported the library opened with a balance of \$1,823,300.00. Received \$800,383.73 in tax receipts from McHenry County and \$46,054.78 from Lake County. Memorial donation for \$100 from the Cary Book Club. Library closed the month with a balance of \$2,495,900.00. Motion by England to accept the treasurer's report, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **September 2017** - Kalchbrenner presented the board with bills, transfer and payroll totaling \$275,397.54. Paid \$70.00 to the state for the Boiler inspection, \$791.00 to Carey Electric for a new box for soffit lights, \$125.00 to the Chamber to support the Merry Cary parade, \$504.63 to HR Stewart correct leak to sidewalk pipe, \$4,500.00 to Lauterbach and Amen for the audit, \$1650.00 to Mechanical Concepts for HVAC balancing. Motion by Sigsworth, seconded by Richmond to approve the bills. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **September statistics** - Circulation up 9.67% over last Sept. Magazines and ebooks circulating well. Weeding more in Juvenile.
 - b. **Dept. news** - Evanced migration coming at the end of the month.
 - c. **Director's report**

8. Unfinished Business

- a. **Discuss and make recommendation for driveway change** - the new drive is very tight at the last turn near the end. Our plow driver does not want to use it, some patrons hit it. We also have to make the cement pad for dumpsters bigger so we can enclose it. We have pricing, could just remove the curb for this winter and then do the new cement, fence and landscaping next spring. Diane asked for approval to get a price for removing the curb now not to exceed \$10,000. Motion by England, seconded by Pinshower to remove the curb not to exceed \$10,000. On roll all ayes, motion approved.
- b. **Discuss per capita grant requirement: video "Keeping our patrons safe"** - All were to view the video "Keeping our patrons safe"; this was viewed by the staff at the Friday staff meeting. Key points were to establish a code of conduct, Person in charge (PIC) training, using a code word or have a panic button.
- c. **Discuss use of study rooms** - New system from Evanced will not have a library card number field to use, may eventually authenticate with Polaris. Would like to amend the policy to allow anyone to reserve a study room and not worry about card holder vs. non card holder. After discussion decision was to allow anyone to use the room with in the guidelines of 1 reservation per day up to 2 hours.

9. New business

- a. **Discuss and accept the FY 2016/2017 audit** - Jamie Wilkey presented the audit to the board. It is an unmodified audit which means a clean audit with no issues. The Construction project is mentioned throughout, receiving of the debt certificate proceeds, outlay for the project showing the net change in fund balance along with capital project costs using debt certificate proceeds and first interest payments. Audit recommendations for the year include monitoring so that funds do not exceed budget allotments in Special Reserve and IMRF. The capital asset policy adopted this year still needs to be applied to the current assets, and the fund balance reserve policy (also recently adopted) was not in line with what was spent in the year; the construction project was an exception to normal yearly spending. Two outstanding issues from previous audits are complete and will not be on the recommendation list next year. Adding the staff checking account to the books to be totally transparent. Motion to accept the audit made by Kalchbrenner, seconded by England. On roll call all ayes, motion approve.
- b. **Discussion and approval of Resolution No. 17-10-A a resolution determining amount of money estimated to be necessary to be raised by taxation for the 2017/2018 fiscal year** - the proposed figures will be on the levy that we approve next month. This is what is gets published in the paper and has a 7.94% increase over last year's levy. Motion to approve made by Sigsworth, seconded by Kalchbrenner. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss - patron called about why we removed Valueline that costed \$2800 a year. We could not get statistics on users; just views. So we dropped it and have 3 calls now (2 have left names). Jason attended first trustee day at ILA. Article in PLA magazine about service animals.

11. Adjourn - Motion by England to adjourn, seconded by Sigsworth. The meeting adjourned at 8:28 pm.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary