

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, December 14, 2017**

**Minutes**  
**Corrected 1/19/18**

1. **Call to order** – Library Board Vice President, Scott Migaldi, called the meeting to order at 7:00 p.m.
2. **Roll call** – Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Jason Pinshower, 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.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting November 9, 2017** – The minutes from November 9, 2017 were reviewed. Correction to CPI (not CIP) and missing sentence in 7b. Motion to approve as amended by Sigsworth, seconded by Pinshower. All ayes, motion approved.
4. **Communications** – January 26<sup>th</sup> annual Cary Grove dinner. Jean Pierce is now a board member of the Chamber. Monday Feb 19<sup>th</sup> is the legislative breakfast. Library Trustee forum on Feb 17<sup>th</sup>. Article in paper about the school having to evacuate to the library for a gas leak.
5. **Treasurer's report** – Kalchbrenner reported the month opened with a balance of \$2,391,300. 00. Collected all of the tax receipts for the year. Received Personal Property Taxes \$4,500.85. Fines are down a bit from projections. The library received \$272.75 in Non Resident fees. Ended month with balance of \$2,279,100.00. Motion by England to accept the treasurer's, seconded by Sigsworth. All ayes, motion approved.
6. **Approval of bills**
  - a. **November 2017** – Kalchbrenner presented the board with bills, payroll and transfer of \$214,190.72. Includes payments to: \$646.20 to Shaw Suburban Media for 2 legal publications, \$ 1,200.99 to Sterling Services for carpet cleaning, \$3,070.04 to CL Graphics for the winter newsletter, \$150.00 to Libraries First for the yearly renewal for the Museum pass and the quarterly payment of \$2,370.00 to Rob Zschernitz. Motion by Kalchbrenner to approve paying the bills, second by England. On roll call all ayes, motion approved.
7. **Librarian's report**
  - a. **November statistics** – Circulation up from last December which was slower after renovation project. The self-check totals are almost half of total checkout. AV continues to circulate well along with periodicals.
  - b. **Dept. news** – Program attendance still going well.
  - c. **Director's report** – Diane received word of Mr. Decker's passing. Suggestion to put something in the next newsletter and a plaque with his name next to his picture that has been hung near the Circulation workroom door. Diane attended the Friends meeting last week; gave them a new wish list and all items were approved. Some Library Of Things and science theme kit items, new paper cutter for staff and they also paid for the staff holiday lunch this month.

**8. Unfinished Business** – no unfinished business was discussed.

**9. New business**

- a. **Review Policy 5.12.2 Unattended Children** – we had in our policy children 12 and over could be in the library by themselves. Law says 14 is the minimum age to be unsupervised or to be in charge of a younger sibling. Diane will update the policy to reflect this change. Motion to change the policy to reflect the age change to 14 made by Pinshower, seconded by England. On roll call all ayes, motion approved.
- b. **Code of Conduct** – came out of our discussions about library security and safety. Wanted to create something simple to have posted in the library. When we have a draft poster Diane will share for comments.

**10. Executive session 5 ILCS 120/2(c)21 for semi-annual review of minutes** – motion by Kalchbrenner and second by Sigsworth to go into executive session to review minutes. The executive session began at 7:40 p.m. The meeting resumed regular session at 7:42 p.m. Motion by Sigsworth to approve and release the executive session minutes from June 8, 2017 and July 13, 2017, seconded by Kalchbrenner. On roll call all ayes, motion approved.

**11. Any and all other business the Board may wish to discuss** – Scott congratulated the Ela Area Public Library on their new star rating. Diane reminded the board there will be an after hour's party on Feb 23rd; need volunteers to help with the evening. We are doing a new order for library logo shirts, let us know if you would like one. Jason has new position at Fox River Valley Library and is presenting at Computer in Libraries in April. Will be doing a resolution about our sexual harassment policy at the January meeting.

**12. Adjourn** – The meeting adjourned at 7:50 p.m.

Respectfully submitted,

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Head of Support Services

Reviewed by,

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Secretary