

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, January 11, 2018**

**MINUTES**

*Corrected 2/12/18*

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 Barb Kalchbrenner, Jan Polep, 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. Trustee Scott Migaldi was present via phone.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting December 14, 2017** - the minutes from December 14, 2017 were reviewed and 2 small corrections were noted by Kalchbrenner. Motion to approve the minutes as corrected made by Kalchbrenner, seconded by Sigsworth. On roll call all ayes, Polep abstained.
4. **Communications**
  - a. **Cary Business Roundtable Luncheon with the Mayor, Thursday, Feb. 15, 2018** - let Diane know by Tuesday the 16<sup>th</sup> so she can register.
  - b. **Library Legislative Breakfast, Monday, February 19, 2018** - let Diane know by Tuesday the 16<sup>th</sup>.
5. **Treasurer's report** - receipts have been received for the year, 1 Non-Resident payment of \$289.20 was received. The month closed with balance of \$2,046,100.00. Motion to accept the treasurer's report made by Pinshower, seconded by Kalchbrenner. On roll call all ayes, motion approved, Migaldi abstained.
6. **Approval of bills**
  - a. **December 2017** - Kalchbrenner presented the board with bills, payroll and transfer totaling \$254,663.47. Larger bills included the quarterly fire inspection by Automatic Fire Systems for \$432.00, \$530.00 to Combined Roofing Services for the fall maintenance on the roof, \$20,000 to Intergovernmental Risk Management Association for the annual renewal (used some of the surplus credit towards the bill), \$2,375.00 to E Carlson for the snow plowing and salting and \$1,359.83 to IPROMOTEu, Inc. for the winter reading prizes. Motion by Sigsworth, seconded by Richmond to approve paying the bills. On roll call all ayes, motion approved. Migaldi abstained.

**7. Librarian's report**

- a. **December statistics**
- b. **Dept. news**
- c. **Director's report** - Diane had done her yearly Open Meetings Act certification and webinar. Trustees are only required to do that particular certification at the time of taking office but OMA recommends doing once a year. And if a trustee is re-elected they are not required to take it again

**8. Unfinished Business**

- a. **Dance Party, Friday February 23, 2018** - Diane asked who can help with the party.

**9. New business**

- a. **Discuss and approve a Revised Ordinance adopting a sexual harassment policy – the library already had a sexual harassment policy in place; the state is now requiring a resolution to state we have one.** Policy was reviewed by the attorney who suggested a few additions. Diane amended the current policy on page 2 and updated the address for contacting the state. Motion to pass and adopt Ordinance 18-1-1 adopting a policy prohibiting sexual harassment made by Kalchbrenner, seconded by Pinshower. On roll call Kalchbrenner, Migaldi, Pinshower and Polep aye, Sigsworth abstained. Motion approved.

**10. Any and all other business the Board may wish to discuss** - Barb commented there will be a piece about Ozobots on MSNBC Saturday Jan 13<sup>th</sup>. Jan visited the local library in Sanibel Florida on her trip. Allison is doing a reading challenge with her students.

**11. Adjourn** - Motion to adjourn made by Kalchbrenner, seconded by Sigsworth to 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