

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, February 8, 2018**

Minutes

1. **Call to order** – Library Board President Jan Polep called the meeting to order at 7:01 p.m. In the absence of the secretary, Allison Richmond volunteered to be secretary pro tem.
2. **Roll call** – Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Jan Polep and Allison Richmond. Also present were Library Director Diane McNulty, Head of Support Services Karen Long and Head of Pubic Services Mona Reynolds.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting January 11, 2018** – the minutes from January 11, 2018 were reviewed. Migaldi asked for item 9A to be reworded to reflect we have had a sexual harassment policy before the state asked us to do a resolution stating we had one. Motion to approve the minutes as amended by Migaldi, seconded by Richmond. On roll call all ayes, England abstained.
4. **Communications** –Comparison report by Lauterbach & Amen that provided some comparisons of us to other libraries of similar size. Ehlers also sent out a report about the market and whether it would be favorably to refinance and that right now the rates are not significantly changed to warrant a refinance our of debt certificate.
5. **Treasurer’s report** – Kalchbrenner reported the library opened with a balance of \$2,046,100.00. Received our per capita grant from last year, Lake County sent final interest payment so taxes are done for the year. Fines and interest received are a bit above projections. The library will close with a balance of \$1,902,400.00. Motion by England to accept the treasurer’s report, seconded by Migaldi. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **January 2018** – Kalchbrenner presented the board with bills, payroll and transfers totaling \$228,001.39. Teresa Sigsworth entered the meeting at 7:10 p.m. Larger bills included \$2,375.00 to E. Carlson for snowplowing, \$8,716.00 to Sherman Mechanical for annual maintenance renewal and \$3,100.00 to Recorded Books for the OneClick Digital renewal. Motion to approve the bills made by Migaldi, seconded by England. On roll call all ayes, motion approved.
 - b. **Discuss and approve Director’s travel reimbursements for January through June 2018** – All of Diane’s meetings through end of July 2018. Includes PLA and ALA. Motion by England to approve the Director’s travel reimbursements, seconded by Migaldi. On roll call all ayes, motion approved.
 - c. **Discuss and approve Trustee travel reimbursements for January through June 2018** – Cary Roundtable lunch, the annual Legislative Breakfast and PLA for Jan and Barb are the upcoming events. Motion by Kalchbrenner to approve the

Trustee travel reimbursements, seconded by Sigsworth. On roll call all ayes, motion approved.

7. Librarian's report

- a. **January statistics** – Our door count numbers are very close, gates are closer together after renovation project. More LOT and Stem kits being added. Good circulation on those items.
- b. **Dept. news** - When we change the ILS system (online catalog) to Polaris Tech Services will be down longest (almost 3 weeks). All staff are getting trained, some at staff meetings or other scheduled times. Good attendance at programs. Jan requested an excel file for yearly meeting room stats instead of just numbers each meeting. Newsletter was mailed last week (a bit early).
- c. **Director's report**

8. Unfinished Business

- a. **Review code of conduct poster** - draft copy was distributed and discussed. Some minor revisions were suggested.

9. New business

- a. **Discuss HB4246, its impacts to the CAPLD and develop and approve response to the proposed legislation** – Scott drafted a letter to send to Rep. McSweeney, all were in agreement that this bill is an over stepping of government. Diane will fine tune the draft and bring to next meeting to have it signed. Will share with Jason for his input.

10. Any and all other business the Board may wish to discuss – Diane wants to get a plaque to put under Mr. Decker's portrait. Discussion about what to put on it; decision to put his name and a good Friend of the Cary Area Public Library District.

11. Adjourn - the meeting adjourned at 8:15 pm.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary