

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, April 12, 2018

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:03 p.m.
2. **Roll call** - Present were Library Board trustees George England, Barb Kalchbrenner, Scott Migaldi, 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. Also present was Eric Stoltz from PMA Financial Network.
3. **Approval of regular board minutes from:**
 - a. **Regular Board meeting, March 8, 2018** - the minutes from March 8, 2018 were reviewed. Motion by England, seconded by Kalchbrenner. All ayes, motion approved.
4. **Communications**
 - a. **Eric Stoltz, PMA Financial Network** - Eric provided background on the business. They focus on municipal entities only. 30+ years in existence. Work with 1100 banks nationwide. All investments fall within state statutes. They work on a transactional fee basis, the quoted rate is the net rate (after their fees). No minimum balance to keep investing, not a set contract to work with them.
5. **Treasurer's Report** - Kalchbrenner reported the month opened with a balance of \$1,790,500.00. The library received \$650.00 in impact fees and 2 non-resident fees totaling \$389.14. The library closed the month with a balance of \$1,831,800.00. Motion by England to approve the treasurer's report, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **March 2018** - Kalchbrenner presented the board with \$297,832.62 in bills, payroll and transfers. Bills included \$50.00 for the elevator inspection, \$250.00 to the Chamber as a Cruise night sponsor, \$362.50 down payment to Mobile Room Escape LLC for summer escape room program, \$147.96 to Sentry Security for the quarterly alarm billing. Motion by Migaldi to approve paying the bills, seconded by Kalchbrenner. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **March statistics** - Circ stats still down, not as many discards last month. Will see how numbers change with the Migration changeover that begins Tuesday April 17th. Circulation statistics will be split between the 2 systems. Study room usage is going well.
 - b. **Department news** - e conducted customer service training at the staff meeting last Friday. Teen job fair was successful. Social security program and Dinosauria program had high attendance. Our new receipts from checkout will have a Return on Investment statement. From the RAILS member update: they have a

new member engagement staff member. They are working on their strategic planning and have asked questions to member libraries. RAILS is also working on a museum pass program (we purchase from another vendor). We have been preliminarily accepted for passport processing.

c. Director's report

8. Unfinished business - No unfinished business was discussed.

9. New business

a. Discuss and approve a plan to invest funds through PMA - Discussion involved running the resolution past attorney. Advantages: No contract, can always work with another company if we hear of a better deal. Diane will check with attorney about PMA and see what he says and bring it back to the board next month.

b. Discuss and approve closing the Propay account - Diane requested a motion to close the Propay account after SIRSI is gone. Motion by Pinshower, seconded by Migaldi to approve closing the Propay account. On roll call all ayes, motion approved.

c. Discuss and approve auditor contract - Diane had shared the proposal with the board. Three year renewal for 2018 (\$6500), 2019 (\$6600) and 2020 (\$6700). Motion by England to approve the auditor contract with Lauterbach and Amen, seconded by Kalchbrenner. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss - Scott had assisted a patron in locating the new drive up; Diane is aware of the need to add an arrow on the window directing to the drive up window. Jason would like to have an electronic board packet? Use library laptops for those who don't bring a device with them and we can still print for those who would like them. May board meeting start at 6:00 pm (with dinner) for budget meeting. May 12th is Mr. Decker's memorial from 2:30 p.m. to 5:30 p.m.

11. Adjourn - Motion to adjourn by England, seconded by Kalchbrenner. The meeting adjourned at 8:47 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary

