

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Monday, June 18, 2018

MINUTES

Corrected 7/13/18

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:09 p.m.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Jason Pinshower, Jan Polep 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 May 10, 2018** - the minutes from the regular board meeting on May 10, 2018 were reviewed. Correction to 4, needs a W for "We". Motion to approve as corrected made by Migaldi, seconded by Kalchbrenner. All ayes, Sigsworth abstained.
 - b. **Finance Committee meeting May 10, 2018** - the minutes from the Finance Committee meeting on May 10, 2018 were reviewed. Correction to agenda, day was Thursday not Tuesday (date correct). Motion to approve as amended made by England, seconded by Pinshower. All ayes, Sigsworth abstained.
4. **Communications** - ILA Reporter has the information on the conference in Oct. Early bird rates end in Sept, let Diane know by August board meeting if you wish to attend.
5. **Treasurer's report** - Kalchbrenner reported the library opened the month with a balance of \$1,511,900.00. Continuing to receive property taxes from McHenry and Lake. **Received \$50 from Lake County; was interest on the prepaid tax receipts from December 2017.** Received a \$200 donation from Tom Decker's family, and Personal Property Replacement Tax payment of \$4,325.02. Month closed with a balance of \$1,552,400.00. Motion by England to approve the treasurer's report, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **May 2018** - Kalchbrenner presented the bills, payroll and transfers totaling \$298,747.41. Larger bills included the 1 year renewal for 2 AWE computers for \$1,050.00, \$1,038.00 to Bibliotheca for RFID labels, \$3,037.70 to CL Graphics for the summer newsletter, \$5,545.00 to EBSCO for the Flipster renewal, \$704.50 to Otis elevator bill for service, and \$3,190.00 to the library attorney. Motion to approve paying the bills made by Migaldi, seconded by England. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **May statistics**
 - b. **Dept. news**
8. **Unfinished Business**
 - a. **Review and approve working budget** - Based on conversation about low cardholders add \$5,000 to consultant line for marketing assistance. After executive committee discussion and director's compensation bottom line is \$2,101,098.08 with a \$18,204.52 surplus. Motion to approve the FY 18/19 budget of \$2,101,098.08 made by Kalchbrenner, seconded by Sigsworth. On roll call all ayes, motion approved.

9. New business –

Migaldi motioned to approve all Ordinances 18-6-1 to 18-6-5, seconded by Pinshower. On roll call all ayes, motion approved.

- a. **Discussion and Approval of Ordinance 18-6-1, Prevailing Wage Ordinance**
- b. **Discussion and Approval of Ordinance 18-6-2 Setting Schedule of regular meetings**
- c. **Discussion and Approval of Ordinance 18-6-3 Appointing Bookkeeper**
- d. **Discussion and Approval of Ordinance 18-6-4 Appointing Attorney**
- e. **Discussion and Approval of Ordinance 18-6-5 Appointing Auditor**
- f. **Discussion and Approval of Resolution 18-06-A Authorizing Public Library District Non-Resident Cards** - State requirement to have resolution to issue non-resident library cards. Motion by Migaldi to approve Resolution 18-06-A, seconded by Kalchbrenner. On roll call all ayes, motion approved.
- g. **Discussion and approval of the Renewal of the Driveway agreement** - Yearly renewal of the intergovernmental agreement between the library and District 26 for use of the library driveway by the school district. Motion by Migaldi, seconded by Kalchbrenner. On roll call all ayes, motion approved.

10. Executive Session to discuss director performance and compensation - Migaldi motioned to move to executive session to discuss compensation and performance of the library director and the semi-annual discussion of closed minutes, seconded by Kalchbrenner. On roll call all ayes. Meeting moved to executive session at 7:52 p.m. Executive session adjourned at 8:20 p.m. and open session resumed. Migaldi motioned to release the minutes from the Executive Session on December 14, 2017, seconded by Sigsworth. On roll call all ayes, motion approved. Jan discussed Diane's review and raise for the next fiscal year.

11. Any and all other business the Board may wish to discuss - Jan found an older business card with outdated email address. Diane said we can get all board members new ones. Jan likes to have with her to pass out if talking to one of our patrons. Next newsletter due in a week; Diane asked if the board still wanted to have a small blurb about how the levy process works? Discussion suggested a small blurb in newsletter with directions to the more detailed explanation on the website.

12. Adjourn - motion by England, seconded by Kalchbrenner to adjourn. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary