

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Committee of the Whole
Finance
Thursday May 10, 2018
Corrected 6/18/18

MINUTES

1. **Call to order, Committee Chair** - Chair Barb Kalchbrenner called the meeting to order at 6:04 pm. In the absence of the secretary Migaldi was determined to be secretary pro-tem.
2. **Roll call** - Present were Library Trustees Barb Kalchbrenner, George England, Scott Migaldi, Jan Polep and Jason Pinshower. Also present were Library Director Diane McNulty, Head of Support Services Karen Long and Head of Public Services Mona Reynolds.
3. **Discuss the preliminary budget for FY 2018-2019** - Diane distributed paper copies of the draft budget and estimated income while projecting current budget. With the change to Polaris there are automatic renewals now she projects fine revenues will be significantly lower. Adding passport revenue for the upcoming year estimating a rate of 600 passports processed in the year; we will receive \$35 a passport. Have no idea how many we may actually process. Anticipate more annexation fees this year as the Westlake subdivision is now being completed. Those fees are always put into special reserve. Estimated revenues are \$52,267.03 more than last year.

For the proposed budget – Salaries are not complete. Overall raise pool right now is 2.5%. Could be one retirement in Tech and the replacement would not need to be full time. Insurance line could be a 10% increase but we won't have final figures by June. Tuition reimbursement question; should we increase it knowing an employee is working on her master's? Looking to do a salary survey with Management Association next year. Book materials budgets are remaining the same. Non-traditional materials now includes the STEM kits, the replaceable supplies and the cases used for circulation. Reducing Overdrive Advantage extra copy purchases. Added merchant fees account to cover those costs. Added to PR account for newsletter to include extra pages. Added extra to the postage line for the additional costs associated with mailing for passports. IMRF will go down in January. Using more of our surplus at IRMA toward the liability insurance.

4. **Any and all other business the Board may wish to discuss** - no other business was discussed.

5. **Adjourn** - Motion by Migaldi to adjourn; seconded by Pinshower. The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Chair