

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, July 12, 2018**

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:02 p.m.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Jason Pinshower, Jan Polep, Allison Richmond and Teresa Sigsworth. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long and Assistant Director of Public Services Mona Reynolds.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting June 14, 2018** - the minutes from June 14, 2018 were reviewed. Corrections to wording in item 3b and 5. Motion by Migaldi to accept the minutes as amended, seconded by Pinshower. Richmond abstained.
 - b. **Committee of the Whole Finance and Nominating June 14, 2018** - the minutes from the Committee of the Whole meeting from June 14, 2018 were reviewed. Corrections to wording in item 3f. Motion by Kalchbrenner to accept the minutes as amended, seconded by England. Richmond abstained.
4. **Communications** - no communications were presented.
5. **Treasurer's report** - Barb Kalchbrenner reported the library opened the month with a balance of \$1,552,400.00. Real estate taxes continue to be received from both Lake and McHenry counties and this is the end of the fiscal year spending. Received last Personal Property Replacement Tax payment for fiscal year for \$2,965.83. The library will close with a balance of \$2,188,000.00. Motion to approve made by Pinshower, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **June 2018** - Kalchbrenner presented the board with checks, payroll and transfers totaling \$308,231.61. July 1st database renewals for A-Z Databases, EBSCO Consumer Reports, Heritage and Ancestry Databases, Scholastic, Mango and Niche Academy. \$2,430.00 to Rob Zschernitz for IT consulting, \$1,250.00 to Management Association for the Employee survey, \$475.00 to DeLiz for the meeting room wall cleaning and \$2,750.00 to Carey Electric for a wall heater in the drive up room. Motion to approve the bills made by Sigsworth, seconded by Kalchbrenner. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **June statistics** - Continuing to refine the new reports from CCS for circulation statistics.
 - b. **Dept. news** - Summer programs going well. Question of whether we want to do another after hours event like we have done past 2 winters; board discussion felt that was an event that was enjoyed by the patrons. Diane shared the updated code of conduct that will be posted in the library. Diane has tax levy related items that she will be adding to the website; will reference these in the newsletter.

8. Unfinished Business

- a. **Election of officers for FY2018-2019** - Slate of Jan Polep for President, Scott Migaldi for Vice President, Teresa Sigsworth for Secretary and Barb Kalchbrenner for Treasurer was proposed at the Committee of the Whole meeting in June. Motion made by England to approve the current slate, seconded by Pinshower. All ayes, motion approved.
- b. **Discuss and Approve revisions to Estimated income and Working budget for 2018-2019** - Added investment interest to the estimated income for the new account with PMA. Changes in salary line also affected the FICA and IMRF lines. New total of the budget is \$2,072,425.37. Motion to approve amended estimated income and budget made by Migaldi, seconded by Kalchbrenner. On roll call all ayes, motion approved.

9. New business

- a. **Discuss and approve Director's travel reimbursements for July through December 2018** - McNulty presented her list of meetings and request for reimbursements. Motion made by England to approve the Director's travel reimbursement request, seconded by Sigsworth. All ayes, motion approved.
- b. **Review summary of the Employee Engagement Survey** - the synopsis of the report from Management Association was presented along with a list of the recommendations based on the comments
- c. **Approve Resolution 18-07-A, Account Resolutions Certificate for Treasury Management Services** - The staff checking account was added to the library accounts by the auditor. The resolution needs approval to include that account in the collateralization by the bank. Motion to approve Resolution 18-07-A made by Pinshower, seconded by England. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss - Allison had 2 reviews published in VOYA. Jason will be presenting again at ILA. Jan saw an article about targeted social media; it suggested sending specific eblasts to targeted audiences.

11. Adjourn - Motion by Kalchbrenner to adjourn, seconded by England. The meeting adjourned at 8:48 pm.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary