

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, September 13, 2018**

**MINUTES**

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:08 p.m.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Jason Pinshower, Jan Polep, Allison Richmond and Teresa Sigsworth. Also present were Executive Director Diane McNulty, Assistant Director of Public Services Mona Reynolds and Assistant Director of Support Services Karen Long.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting August 9, 2018** - the minutes from August 9, 2018 were reviewed. Motion made by Kalchbrenner to approve the minutes, seconded by England. On roll call all ayes; Kalchbrenner and Pinshower abstained.
4. **Communications**
  - a. **Budget and Appropriation Hearing** - no members of the public were present for the Budget and Appropriation Hearing.
  - b. **Other communications** – We are now an official Affiliate Library for FamilySearch International. New election rule; potential trustee candidate must live in the district for a year. Changes to non-resident library fees; if you rent a property in the library district you can get a card without paying the non-resident fee. Village had 2<sup>nd</sup> open house regarding upcoming Three Oaks Road improvements this week
5. **Treasurer's report**
  - a. **August 2018** - Kalchbrenner reported the library opened with a balance of \$2,123,400.00. Received tax receipts from Lake & McHenry counties totaling \$87,376.34, Impact fees totaling \$25,110 for the new Senior Living building, one Non-resident fee of \$111.69, and passport fees totaling \$420.00. Close with \$2,127,700.00. Karen explained what is in the new monthly report from PMA Investing; first round of certificate of deposits were purchased and estimated interest is listed on the report. Motion to accept the treasurer's report made by Pinshower, seconded by England. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **August 2018** - Kalchbrenner presented the board with bills, payroll and transfers of \$317,180.59. Larger bill included \$2,910.24 to C.L. Graphics for the fall newsletter, \$385.30 to Global for the new shelf unit for LOT items, \$2,430.00 to Rob Zschernitz for the quarterly consulting, Otis pre-payment for the annual elevator inspection, and \$55.70 to the Northwest Herald for B&A notice hearing. Motion made by Sigsworth to approve paying the bills, seconded by Kalchbrenner. On roll call all ayes, motion approved.

**1. Statistics and reports**

- a. **July statistics** - more weeding than additions this month.
- b. **Dept. news** - Diane will be attending an election workshop; petitions will be available next week. Diane looking to add another staff meeting to August so there is not a large break between June and October meeting.

**7. Unfinished Business**

- a. **Per capita grant: Discuss webinars that fulfill education requirement** - 3 webinars were suggested to be viewed by the board. All were related to Autism and how to assist our patrons with autism. Other requirements were to view the IL Veterans history project webpage and review Chapters 6 - 10 from Trustee Fact File.

**8. New business**

- a. **Discuss and approve Ordinance 18-09-01 Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2018/2019** - has been reviewed by the attorney. Annual Ordinance with figures higher than budget to allow for unexpected revenue or spending. Motion made by Kalchbrenner to approve Ordinance 18-09-01, seconded by England. On roll call all ayes, motion approved.
- b. **Discuss and approve Resolution 18-09-A Resolution Determining to Improve Existing Library Building ...to be paid from Special Reserve Fund** - List of items that will be paid out of special reserve. This resolution is to estimate the costs and publish notice; will have final costs and approve in November. Motion to approve made by Pinshower to approve Resolution 18-09-A, seconded by Kalchbrenner. On roll call all ayes, motion approved.

**9. Any and all other business the Board may wish to discuss** - confirm change of date for October meeting; will meet on 18<sup>th</sup>, not 11th. Diane presented 2 of her 3 goals for upcoming year.

**10. Adjourn** - Motion to adjourn made by England, seconded by Kalchbrenner. The meeting adjourned at 8:44 p.m.

**Respectfully submitted,**

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**Assistant Director of Support Services**

**Reviewed by,**

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**Secretary**