

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

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:01 p.m. In the absence of the secretary England was secretary pro-tem.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Jan Polep and Allison Richmond. 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 November 8, 2018** - The minutes from November 8, 2018 were reviewed. Motion made by Kalchbrenner, seconded by Richmond. All ayes, England abstained.
4. **Communications** - Cary Grove Chamber annual dinner January 25th, Roundtable lunch with the Mayor Feb. 14th and Legislative Breakfast Monday Feb 18th in Buffalo Grove. Teresa Sigsworth entered the meeting at 7:06 pm.
5. **Treasurer's report** - Kalchbrenner reported the library opened the month with a balance of \$1,709,700.00. Balance of Lake County taxes received totaling \$1,080.81, \$35,306.25 for the FY2018 Per Capita Grant, \$1,820.00 in passport fees and \$9,300.00 from Erate for FY17/18. Closed month with a balance of 1,628,500.00. Motion made by England to accept the treasurer's report, Sigsworth seconded. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **November 2018** - Kalchbrenner presented the board with bills, transfers and payroll totaling \$243,988.04. Larger bills included \$2,253.00 to LANSNO for November plowing and salting, \$2,430.00 to Rob Zschernitz for IT consulting, \$150.00 to Libraries First for the Museum pass renewal, \$2,219.00 to Automatic Fire Systems to add an accelerator pump, \$188.00 to Carey Electric to add additional outlet for sump pump backup and \$712.50 to Engberg Anderson for driveway project drawings. Motion to approve paying the bills made by Sigsworth, Kalchbrenner seconded. On roll call all ayes, motion approved.
7. **Statistics and Reports**
 - a. **November statistics** - Passports doing well, program attendance good especially for family story time.
 - b. **Dept. news** - Posted position on RAILS and website for Sue Zaker's position in Tech Services. She is retiring in February.
8. **Unfinished Business** - No unfinished business was discussed.

9. New business

- a. **Review and approve the FY2019 Per Capita Grant** - The board did the review of the required items at the September board meeting. Diane will submit this week. Motion to approve the FY2019 Per Capita Grant made by England, seconded by Sigsworth. On roll call all ayes, motion approved.
- b. **Review of Building Plan projects** - Progress report on the driveway, security camera install, foundation crack repair and HVAC programming.

10. Executive session 5 ILCS 120/2(c)21 for semi-annual review of minutes - Motion made by Kalchbrenner to go into executive session, seconded by Sigsworth. The board went into executive session at 7:44 pm. Regular session resumed at 7:46 pm. Motion by Kalchbrenner, seconded by Sigsworth to approve releasing the Executive Session minutes from June 18th, 2018. On roll call all ayes, motion approved.

11. Any and all other business the Board may wish to discuss - one petition has been filed for the two open trustee positions. Karen provided an update on the proposed IMRF rate for 2020 along with a possible minimum rate hike coming with new governor.

12. Adjourn - England motioned to adjourn, seconded by Sigsworth. The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary