

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Thursday, February 14, 2019

Minutes

1. **Call to order** – Library Board President Jan Polep called the meeting to order at 7:34 p.m. In the absence of Teresa Sigsworth, George England was secretary pro-tem.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi and Jan Polep. 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 January 10, 2019 – the minutes from January 10, 2019 were reviewed. Motion to accept the minutes made by Migaldi, England seconded.
4. **Communications** – Newsletter was mailed out last week. Diane discussed the Cary Village unified map of zoning changes. New map reduces the number of zones. State is looking for libraries to help with the 2020 census. Proposed new law in legislature to raise the minimum wage to \$15 over next 6 years.
5. **Treasurer's report** – Kalchbrenner reported the library opened the month with a balance of \$2,351,324.18. Received \$624.48 in Non Resident fees and \$2,870 for 82 passports. Closed the month with a balance of \$2,182,222.75. Motion made by England to approve the Treasurer's report, seconded by Migaldi. On roll call all ayes, motion approved. Karen explained about the cash vs. investments on the reports and the new IPrime system coming to PMA Investments. It will be an easier process to deposit and transfer our funds as CDs come due. New resolution will be required to set this up and that will be on the agenda for March.
6. **Approval of bills**
 - a. **January 2019** – Kalchbrenner presented the board with bills, payroll and transfers totaling \$277,149.61. Larger bills included \$474.00 to Automatic Fire Systems for the accelerator repair, \$8,716.00 to Sherman Mechanical for the maintenance renewal, \$1,277.00 to Sterling Services for carpet cleaning, \$1000.00 for the March dance party band and \$750.00 for the Tumblebooks renewal. Motion to approve paying the bills made by England, seconded by Migaldi. On roll call all ayes, motion approved.
 - b. **Discuss and approve Director's travel reimbursements for January through June 2019** – Bi-annual list of meetings and conferences the executive director will attend. Motion to approve as amended by Diane's verbal report made by Migaldi, seconded by England. On roll call all ayes, motion approved.
 - c. **Discuss and approve Trustee travel reimbursements for January through June 2019** – motion to approve made by Migaldi, seconded by Kalchbrenner. On roll call all ayes, motion approved.

7. Reports & Statistics

- a. **January statistics** – Total patron count back over 13,000. Total days open needs correction; 29 with snow days and half days. More non-fiction weeding. With snow days some programs were cancelled or rescheduled.
- b. **Dept. news**

8. Unfinished Business

- a. **Discuss and approve personnel policy** – still some changes to be clarified and to be reviewed by the attorney before being approved. Will add to the agenda for March.

9. New business

- a. **Review of Chamber luncheon** – review of the new businesses in town, rezoning map, video on the village website.
- b. **Discuss trustee candidate search** – should we advertise? We do not know if there are write in candidates.

10. **Any and all other business the Board may wish to discuss** – ILA has items to be supported in the next legislative session. Jan and Diane will have the list to discuss with legislators at the Legislative breakfast next Monday.

11. **Adjourn** - Motion to adjourn made by England, seconded by Kalchbrenner. Meeting adjourned at 8:32 pm.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary