

CARY AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING

Thursday, March 14, 2019

MINUTES

1. **Call to order:** In the absence of the Library Board President, Vice President and Treasurer, Library Board Secretary Teresa Sigsworth called the meeting to order at 7:03 p.m.
2. **Roll call:** Present were Library Trustees George England, Jason Pinshower, 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. Also present was Jean Ciura.
3. **Approval of board minutes from:**
 - a. **Committee of the Whole-Policy meeting on February 14, 2019** - the minutes from the Committee of the Whole meeting on February 14, 2019 were reviewed. Motion made by Pinshower to approve the minutes, Richmond seconded. Pinshower, Richmond and Sigsworth abstained.
 - b. **Regular Board meeting on February 14, 2019** - the minutes from the regular board meeting on February 14, 2019 were reviewed. Motion made by Pinshower to approve the minutes, England seconded. Pinshower, Richmond and Sigsworth abstained.
4. **Communications:** New threshold for building project bids. Old threshold was \$25,000, new threshold is \$40,000.
5. **Treasurer's report:** In the absence of Kalchbrenner, Long presented the Treasurer's report. The Library opened the month with a balance of \$2,182,222.79. Received \$2,226.08 in Personal Property Replacement Taxes, \$180.00 memorial donation and \$2,730.00 for 69 passports processed. The Library ended the month with a balance of \$2,058,902.39. Motion to approve the Treasurer's report made by England, seconded by Richmond. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **February 2019** - Long presented the board with bills, payroll and transfers totaling \$318,616.12. Larger bills included \$2,990.00 to C.L. Graphics for the spring newsletter, \$6,990.00 to LANSNO for plowing and salting, \$850.00 to IRMA for the Volunteer coverage, \$6,069.00 to Syserco for HVAC programming, \$1,195.00 for the Peek a Book renewal, \$1,064.00 to Sherman Mechanical for backflow repairs and \$13,547.50 to Shales McNutt for the completion of the garbage corral. Motion to approve the bills made by Pinshower, seconded by Richmond. On roll call all ayes, motion approved.

7. Statistics and Reports

- a. **February statistics** - We are making an \$8,000.00 payment to Hoopla this month as the user count and circulation count is increasing. It is the annual payment but made a month ahead of last year. Slow month for discards.
- b. **Dept. news** - some weather cancellations affected programs. Good attendance and responses for dance party.

8. Unfinished Business

- a. **Review and approve Personnel Policy** - reviewed by the attorney, just a few comments on our changes; mostly minor wording changes. Safe driving record vs clean/clear driving record. He suggested listing specific classes of driving violations vs general "driving impaired". Motion to approve the Personnel Policy made by Pinshower, seconded by Richmond. On roll call all ayes, motion approved.
- b. **Discussion of Legislative Breakfast** - Diane and Jason attended. Jason talked to Senator McConchie who supports libraries but wants us to be fiscally responsible. Had a "show and tell" portion that was new this year. Diane has approached a former board member to come back for a 2 year term. Diane will ask him to visit the next board meeting. The board can appoint for the open seat after the election in April.
- c. **Discussion of Coffee with... program** - George, Barb and Jan were there with Diane, Karen and Mona. 6 members of the public attended and gave some good feedback about programs and services. Next month is District 26 representatives on April 3rd and May 1st will have representatives from the Cary Park District.

9. New business

- a. **Discuss and approve Resolution No. 19-02-A regarding investment services** - this is same resolution we passed last fall with new name IPrime. Motion to approve Resolution No. 19-02-A made by England, seconded by Sigsworth, on roll call all ayes, motion approved.

10. **Any and all other business the Board may wish to discuss** - thank you from Allison for allowing her to use our Cricket cutter for her classroom. New addition to the LOT: a sewing machine for the collection (with travel case on wheels). Letter to the board from the staff who do passports about the extra work requesting extra compensation for those who do process them. Diane will look at issuing bonuses out of the current budget along with looking at salary grade changes for next year's budget. With recently passed legislation we are required to have the minimum wage at \$15.00 by 2025.

11. Adjourn - Motion made by England to adjourn, seconded by Richmond. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary