

# CARY AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING

Thursday, April 11, 2019

### 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, 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, Jean Ciura and Tom Garvin. Scott Migaldi was present via telephone (not counting towards quorum).
3. **Approval of regular board minutes from:**
  - a. **Regular Board meeting, March 14, 2019** - the minutes from the regular board meeting on March 14, 2019 were reviewed. Motion made by Sigsworth to accept the minutes, Kalchbrenner seconded. Kalchbrenner, Migaldi and Polep abstained.
4. **Communications** – Received notification from the Secretary of State that our Per Capita Grant in the amount of \$35,306.25 will be awarded for FY19.
5. **Treasurer's Report** - Kalchbrenner reported the library opened the month with a balance of \$2,405,900.00. Received \$2,780.00 for passport processing, \$1,500.00 from IRMA for successful IMAP and \$305.17 in Non-Resident fees. End the month with a balance of \$1,865,300.00. Motion made by England to accept the treasurer's report, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **March 2019** – Kalchbrenner presented the board with bills, payroll and transfers of \$308,672.54. Building related invoices included \$612.00 to LASNO for salting, \$432.00 to Automatic Direct Systems for the quarterly inspection, \$681.00 to Sherman Mechanical to fix the humidification system, \$340.00 to Jase plumbing for ejector pit work, \$1,835.00 to Carrier for HVAC work and \$8,039.00 to Mechanical Concepts for HVAC work. Motion made by Kalchbrenner to approve paying the bills, seconded by England. On roll call all ayes, motion approved.
7. **Statistics and Reports**
  - a. **March statistics** – Hoopla statistics up again this month, good circulation in DVDs, downloadable materials. Weeding continues. Study room use is up.
  - b. **Department news** – lots of programs. Adding Creative Bug database; going live in May. Working on budget items and meeting with vendors for pricing (materials vendor, newsletter and payroll).
8. **Unfinished business** – no unfinished business was discussed.

**9. Executive Session**

**5 ILCS 120/2 (c) (3) Selection of a person to fill a public office** - motion to go into executive session made by Kalchbrenner, seconded by Sigsworth. The meeting went into executive session at 7:22 p.m. Regular session resumed at 7:32 p.m.

**10. New business**

- a. **Discuss and approve a library board candidate to be appointed at the May 2019 board meeting** – the board asked Tom Garvin if he wished to be appointed as a trustee to the library board for a 2 year term and he accepted.

**11. Any and all other business the Board may wish to discuss** – upcoming craft swap, need to schedule a Finance Committee meeting; May 14<sup>th</sup> at 7:00 p.m. Nominating Committee to elect officers will be before the May 9<sup>th</sup> board meeting at 7:00 p.m.

**12. Adjourn** – motion to adjourn made by Kalchbrenner, seconded by England. Meeting adjourned at 7:45p.m.

**Respectfully submitted,**

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**Assistant Director of Support Services**

**Reviewed by,**

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**Secretary**