

CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

Thursday, June 13, 2019

Minutes

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:03 p.m
2. **Roll call** - Present were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, 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.
3. **Approval of board minutes from:**
 - a. **Nominating Committee meeting May 9, 2019** - the minutes from the Nominating Committee meeting on May 9, 2019 were reviewed. Motion made by Sigsworth to approve the minutes, seconded by Pinshower. Migaldi abstained.
 - b. **Regular Board meeting May 9, 2019** - the minutes from the regular Board meeting on May 9, 2019 were reviewed. Motion made by Sigsworth, seconded by Richmond. Migaldi abstained.
 - c. **Finance Committee meeting May 14, 2019** - the minutes from the Finance Committee on May 14, 2019 were reviewed. Correction to meeting date; should be May 14th, not 15th. Motion made by Migaldi as corrected, Garvin seconded. Sigsworth abstained.
4. **Communications** - Letter from our attorney confirming we do not have to do an ordinance or publish a prevailing wage notice effective June 1, 2019.
5. **Treasurer's report** - Pinshower reported the library opened the month with \$1,723,243.72. We are 11 months into the year and property taxes are being received and will be reflected after July 1, 2019. We received a \$6000.00 refund from the CCS development fund and received \$1,340.06 in investment income. Budget overall is 85% spent with a closing balance of \$1,682,208.40. Motion made by Migaldi to accept the Treasurer's report, seconded by Richmond. On roll call all ayes, motion approve.
6. **Approval of bills**
 - a. **May 2019** - Pinshower presented the board with bills, payroll and transfers of \$397,231.50. Larger bills included the sewer work done by JASE Plumbing (\$3,550.00) and HR Stewart (\$3,611.67), \$6,339.58 to EBSCO for the Flipster and Consumer Reports renewal and \$1,155.00 for the attorney's bill. Motion made by Garvin to approve paying the bills, seconded by Migaldi. On roll call all ayes, motion approved.
7. **Statistics and Reports**
 - a. **May statistics** - Checkout numbers are steady. Our Flipster renewal shows another publication has folded; Money magazine. Average number of withdrawn items.
 - b. **Dept. news** - reports from Jean Pierce and Jill Stanton from Reaching Forward.

8. Unfinished Business

- a. **Review and approve working budget** - The budget was discussed at the COW meeting. To make up the deficit in the budget vs. estimated income it was decided to take \$1000 out of the IRMA line and take \$5000 off the contingency line to balance the budget. Original discussion in the COW was the opposite but Diane requested the change to use funds in our Liability Account vs. the reserve account at IRMA. Motion made by Pinshower to approve the working budget as amended. Seconded by Migaldi. On roll call all ayes, motion approved.

9. New business

- a. **Discussion and Approval of Ordinance 19-6-1 Setting Schedule of regular meetings** - Meetings are the 2nd Thursday of each month. Motion to approve Ordinance 19-6-1 made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
- b. **Discussion and Approval of Ordinance 19-6-2 Appointing Attorney** - Motion to approve Ordinance 19-6-2 made by Migaldi, seconded by Garvin. On roll call all ayes, motion approved.
- c. **Discussion and Approval of Ordinance 19-6-3 Appointing Auditor** - Motion to approve Ordinance 19-6-3 made by Migaldi, seconded by Pinshower. On roll call all ayes, motion approved.
- d. **Discussion and Approval of Ordinance 19-6-4 Appointing Bookkeeper** - Motion to approve Ordinance 19-6-4 made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.
- e. **Discussion and Approval of Resolution 19-06-A Authorizing Public Library District Non-Resident Cards** - Annual resolution to offer non-resident cards. Motion to approve Resolution 19-6-A made by Migaldi, seconded by Pinshower. On roll call all ayes, motion approved.
- f. **Discussion and approval of the Renewal of the Driveway agreement** - we have an intergovernmental agreement with District 26 to allow them to use our property for the buses. Motion to approve the Driveway agreement made by Pinshower, seconded by Sigsworth. On roll call all ayes, motion approved.

10. **Executive Session 5 ILCS 120/2(c)21 for semi-annual review of minutes and 5 ILCS 120/2 (c)1 performance and compensation of the library director** - Motion to go into executive session for semi-annual review of minutes and director's review made by Migaldi, seconded by Garvin. On roll call all ayes, motion approved. The meeting went into executive session at 7:33 p.m. The regular session resumed at 8:27 p.m. Migaldi made a motion that the director's salary be raised by 3%, seconded by Sigsworth. On roll call all ayes, motion approved. Motion made by Migaldi to approve and release the minutes from the executive session on December 13, 2018, Pinshower seconded. On roll call all ayes, motion approved. Motion made by Migaldi to approve and release the executive session on April 11, 2019, seconded by Sigsworth. On call all ayes, motion approved.

11. **Any and all other business the Board may wish to discuss** - Jan recommended reading this month's Public Libraries magazine. HR Source is coming to present the compensation survey to Diane and Karen.

12. Adjourn - Motion to adjourn made by Sigsworth, seconded by Migaldi. The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Assistant Director of Support Services

Reviewed by,

Secretary