

**CARY AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING**  
**Thursday, May 9, 2019**

**Minutes**

1. **Call to order** – Library Board President Jan Polep called the meeting to order at 7:12 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, Assistant Director of Public Services Mona Reynolds and trustee-elect Jean Ciura and Tom Garvin.
3. **Approval of regular board minutes from:**
  - a. **Regular Board meeting: April 11, 2019** - the minutes from the regular board meeting on April 11, 2019 were reviewed. Motion made by Pinshower to approve the minutes, seconded by England.
4. **Communications** – no communications were presented.
5. **Treasurer’s Report** – Kalchbrenner reported the library opened with a balance of \$1,865,344.89. Library received \$2,835.00 in passport fees, \$4,039.12 in Personal Property Replacement Taxes, \$296.00 refund from EBSCO for prepayment discount of subscriptions and \$167.76 in Non Resident fees. The library closed the month with a balance of \$1,723,243.72. Motion to approve the treasurer’s report made by Sigsworth, seconded by England. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **April 2019** – Kalchbrenner presented the library with bills, transfers and payroll totaling \$282,449.87. Larger bills included \$3,180.00 to the landscaper for mulch & spring cleanup, \$1,040.00 to HR Source annual membership fee, \$900.00 to JoAnn Stores for the new Creativebug online database, \$510.00 for snowplowing on April 14<sup>th</sup>, \$2,341.10 to PC Mall for 2 new PC’s, summer newsletter \$2,990.00 and \$6,631.29 to Sherman Mechanical for replacement AC unit in server room and transducer replacement. Motion to approve the bills made by England, seconded by Kalchbrenner. On roll call all ayes, motion approved.
7. **Statistics and Reports**
  - a. **April statistics** – slower month for withdrawals except for youth DVDs; 114 withdrawn. Friends approved the wish list for \$1200.00. Items requested included more book club bags and toys for The Spot area. Had some extensive plumbing and sewer issues; no impact to patrons. Study room usage was up and passport applications were busy.
  - b. **Department news** – Jean & Becky’s report about their conference presentation. Teen job fair went well. April was preschool visit month. Funding commitment letter was received for next year’s E-rate. Rebid out internet service and will continue with Comcast at a lower rate.

**8. Unfinished business**

- a. **Certify Ordinance 16-08-01** – Ordinance from 2016 found without the original signatures. It was an ordinance to transfer funds from the general fund to the IMRF fund. Attorney suggestion that since it was passed then we recertify by signing. Teresa was on the board but not the secretary at the time. She signed the certification of the ordinance.

**9. New business**

- a. **Swearing in of new trustees** – Jean Ciura and Tom Garvin were given the oath of office by Jan. Jean was elected to the board and Tom was appointed by the board for the other open seat.
- b. **Election of officers** – motion made by Richmond to approve the slate of officers from the nominating committee. Seconded by Sigsworth. On roll call all ayes, motion approved.

**10. Any and all other business the Board may wish to discuss** – Diane presented certificates of appreciation for service on the board to Barb and George. Barb started July 1, 1995 and George served for 4 years beginning May 2015. Craft swap was a big success. Finance Committee of the Whole meeting is Tuesday at 7:00 p.m. First draft of the budget has been emailed out.

**11. Adjourn** – motion made by Sigsworth, seconded by Ciura. Meeting adjourned at 7:56 p.m.

**Respectfully submitted,**

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**Assistant Director of Support Services**

**Reviewed by,**

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**Secretary**