

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, January 9, 2020**

**MINUTES**

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m.
2. **Roll call** - Present were Library Trustees Jean Ciura, Tom Garvin, 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. **Regular Board meeting December 12, 2019** - the minutes from the regular board meeting on December 12, 2019 were reviewed. Motion made by Sigsworth to approve the minutes, seconded by Garvin. Pinshower abstained.
4. **Communications**
  - a. **Library Legislative Breakfast, Monday, February 17, 2020** - Diane needs to know by Jan 17<sup>th</sup> if you wish to attend. Diane had a sheet from ILA with talking points about items coming up in the General Assembly.
  - b. **Cary Business Roundtable Luncheon with the Mayor, Thursday, Feb. 20, 2020** - same deadline for Diane to register for this meeting. Scott Migaldi joined the meeting via phone at 7:04 p.m.
5. **Treasurer's report** - Pinshower reported the library opened with a balance of \$2,736,967.08. Received \$1,300.00 for passports, \$1,727.92 in interest from the Library fund and \$4,9000.80 in Personal Property Replacement Tax. The month ended with a balance of \$2,499,707.01. Motion made by Richmond to approve the treasurer's report, seconded by Ciura. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **December 2019** - Pinshower presented bills, payroll and transfer's totaling \$330,755.12. Larger bills included the EBSCO renewal for the periodical subscriptions (\$5,699.33), the IRMA annual renewal (\$25,000.00), LANSNO's bill for snowplowing (\$1,400.00), the initial setup payment to OpenGov (\$2,674.00), Fiji Construction replaced the gutters in the front of the building (\$4,374.00) and Sherman Mechanical bill for the repairs to the humidification pipes (\$3,911.00). Motion made by Richmond to approve the bills, seconded by Garvin. On roll call all ayes, motion approved.
7. **Statistics and Reports**
  - a. **December statistics** - Diane reported that we did not get the Flipster numbers before the report was printed; this adds 178 to add to total circulation. Larger than average withdrawal of library cards. We had ordered a change of address report and Nina used that to clean up the database.

- b. **Dept. news** - Transition as Jennifer retired and Barb Riley is taking over the programming. 2 other part time staff have resigned since Jan 1 and we will be replacing them this month.

**8. Unfinished Business**

- a. **Discuss and select a strategic planning facilitator** - Went around the table asking for preference between the 2 candidates. Jean felt strongly that a bi-weekly report be written so it can be shared with the board. She also suggested that we request for any follow up (survey, assessment tools) at the time of hire to be able to assess that the goals were achieved. Scott said that most of the goals will be evident by feedback from the patrons when we do the next Strategic Plan. If we get the same survey answers from the patrons then we would know that the initial plan had failed, if new things come up then you know it worked. Jean also requested a project tracking sheet (or GANT sheet). Consensus was to hire Amanda Standerfer. Motion to accept Amanda’s proposal contingent upon additional items discussed and not to exceed \$17,000 made by Migaldi, seconded by Pinshower. On roll call all ayes, motion approved.

**9. New business**

- a. **Discuss and approve personnel policy updates** - clarified portions of the policy based on suggestions by Jean (at will, hire forms). Additional wording to 2.2 about Harassment is required due to the new laws effective Jan 1, 2020. Reports to supervisor or Diane can be verbal, email, letter, etc. Additional wording to the Drug and Alcohol free policy, eliminates the word “medical” from medical marijuana sentence. Holidays – clarification about some holidays that fell on Saturdays or Sundays. Jury duty only addresses full time staff, not part time; should be applicable to both. Updated wording to the VESSA policy (or gender violence added to several of the items). Addition of time requirement (within 30 days) to request reimbursement, repeated again under travel for conferences. Motion to approve the revisions to the personnel policy as noted in the board meeting on January 9, 2020 made by Sigsworth, seconded by Migaldi. On roll call all ayes, motion approved.

**10. Any and all other business the Board may wish to discuss** - Allison will miss February meeting, Teresa likes the new Beanstack app for the Winter Reading program.

**11. Adjourn** - motion made by Garvin, seconded by Ciura to adjourn. Meeting adjourned at 8:32 p.m.

**Respectfully submitted,**

**Reviewed by,**

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**Assistant Director of Support Services**

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**Secretary**